

Prince George Promise Grant Application Instructions

1. Eligible organizations that may submit a Grant Application include Parent Teacher Organizations, Community Clubs, Student Clubs, Tax Exempt Entities, Non-Profit groups (i.e. Boy Scouts, Girl Scouts, and Fraternal Organizations (i.e. Ruritan Club, The Woman's Club). In general, state and federal governmental entities are ineligible for funding; one exception is that local governmental entities are eligible for program-specific and special project purposes, excluding overhead and other administrative or operational costs.
2. Grant proposals require both an Authorized Signature and an Applicant's Signature. The authorizing authority would be the individual responsible for approving the request and for the implementation of the project.
3. Grant proposals must focus on the youth of Prince George County, ages 18 and younger; goals and objectives should be derivative of community needs and activities. County Project Requirements should focus on youth, ages 18 and younger, involved in the planning process of the Grant Application. Additionally, the focus of the grant should be goals/objectives derived by youth from funding, in Prince George County.
4. Grant proposals must fulfill at least one or more of the following Promise Objectives:
 - Promise # 1 – Mentoring
 - Promise # 2 - Healthy Start
 - Promise # 3 - Safe Places
 - Promise # 4 - Education
 - Promise # 5 - Volunteering
5. Grant requests should not replicate existing programs for youth.
6. Organizations may only be awarded one grant per calendar year; requests should be based on a 12 month period.
7. Organizations may request a maximum of \$1500 per grant application; funding will not be awarded for salaries.
8. Organizations must be able to demonstrate plans for sustaining the project after support from PG Promise ends.
9. Organizations must be able to demonstrate the total cost of the project and indicate in-kind costs that will be provided through other sources.
10. Incomplete grant applications will not be considered for funding.

Submission Information:

- A. Organizations may submit a completed grant application to Prince George Promise, P. O. Box 294, Prince George, Va. 23875 or BCoghill@princegeorgecounty.gov.
- B. A Grant Application should be submitted in print, typed, or electronic form.
- C. A Grant Application must be submitted by 5:00 pm by one of the following three grant cycles: February 1, June 1, October 1; awards issued on April 1, August 1, and December 1.
- D. Any questions on the grant application process may be submitted to the Prince George Promise Bettina Coghill BCoghill@princegeorgecounty.gov.
- E. Technical assistance for grant applications is available.

Date Submitted:

Date Received:



Prince George Promise Grant Application

Contact Information

Name of Organization: _____

Mailing Address: _____

City/Zip: _____

Phone: _____ Email: _____

Contact Person/s: _____

Applicant's Signature:

Date:

Authorized Signature:

Date:

Please provide below a brief description of the organization and mission:

Project Description

Promise Objective(s): _____

Grant Funds Requested: _____ Number of Youth Participants: _____

Please provide a brief but specific description, of (1) the community need for the service project, (2) proposed goals, (3) proposed project activities, and (4) a timeline for implementation.

Community Need (25 Points):

Goals (25 Points):

Project Activities (50 Points):

Timeline for Implementation:

Start Date: _____ End Date: _____

Project Budget Itemization

The project budget is a vital part of the grant application. Funding for all allowable elements constitutes the overall budget for the grant project. All requested items must be thoroughly justified and clearly related to the proposed project *or they may be deleted* from the budget and the total amount reduced. When completing the budget forms remember that:

1. Salaries

This applies to any employees who will be supported by funds (state, federal, or local) associated with this project. Funding for Salaries will not be awarded by PG Promise but should be denoted in the total cost of the project if applicable. This does not include money requested for consultant services.

2. Consultants (Including Contract Services & Supervision)

- a. For individuals to be reimbursed for personal services on a fee basis: List each type of consultant or service (with numbers in each category and names of major consultants when available), the proposed daily fee rate, and the amount of time to be devoted to such services.
 - b. For organizations, including professional associations and educational institutions, performing professional services: State the type of services being performed and estimated contract prices. Requests for contracted services and consultants will be very carefully screened. **Only when it can be clearly justified that the use of outside contract agencies and consultants will significantly and permanently enhance project effectiveness will consultant and contracting fees be approved.**
- a. Consultant Travel and Subsistence: Estimate actual costs. These must be reasonable and adhere to the subgrantee's established travel policy. This is generally not allowable for this grant program unless it is clearly necessary, reasonable, and justified.
 - b. The number of youth participants benefiting from each type of service must be denoted with the total budgeted amount for each service and a per participant cost.

2. Travel

This would include any charter costs for the transportation of participants to and from events including registration for the event. Mileage is not an allowable costs for the use of personal vehicles for this grant program.

3. Food

This would include snacks, drinks, and meal costs for participants during project events.

4. Supplies

Each major item to be purchased must be separately listed with unit cost. Each item to be leased or rented must be separately listed with the cost associated with the lease or rental. The budget must also contain general supplies or items that will be purchased with individual prices per item included. Items not thoroughly justified will be deleted.

4. Other Operating Expenses

All costs should be itemized within this category by major types and show the basis for computation ("x" dollars per month, "y" dollars per person, etc.). Other Operating Expenses may include, but are not limited to, the following: training, special printing projects, vendor maintenance contracts/agreements, postage, etc.

Itemized Project Budget

Project Budget	Cash	In-kind	Grant Request	Total
Salaries: list number of staff and hourly rate	\$0	\$0.00	\$0.00	\$0.00
Travel: list reason for expense and itemize costs	\$0	\$0.00	\$0.00	\$0.00
Food: list number of events and number of individuals being served	\$0	\$0.00	\$0.00	\$0.00
Supplies: list types of supplies and amounts per item	\$0.00	\$0.00	\$0.00	\$0.00
Other: list any other items here and itemize amounts of each	\$0.00	\$0.00	\$0.00	\$0.00
Other: list any other items here and itemize amounts of each	\$0.00	\$0.00	\$0.00	\$0.00
Totals	\$0.00	\$0.00	\$0.00	\$0.00