

Organization Description and History

Please provide information about the organization, its origin, history, accomplishments, partnerships, prior UCAIR grants, and other information indicating the capacity of the organization to complete the terms of the grant successfully. A letter of support from **EACH** collaborating/supporting organization must be included for an application to be considered complete.

Nonprofit Organizations:

Please provide:

- Mission Statement
- List of your organization's board of directors and officers
- Current 501(c)(3) IRS determination letter

Government Entities:

Please provide an organizational structure indicating where your department/entity operates, including lines of authority. Provide written verification of your entity's authorization to accept this funding and to complete this project.

For Profit Organizations:

Please provide documentation of your business including the registered name, type of incorporation and interested parties. Include your business license number and authorizing entity. Provide your Tax Payer Identification Number.

Organization Financial Information

Please provide financial information that shows the stability of the organization. Submit both your most recent audited financial statement and most recent balance sheet. These should be two separate documents. If you do not have an audited statement, include a profit & loss statement, showing an annual operating budget.

Project Description

Please write a detailed narrative of the project. Describe the goals and projected outcome, including how you will measure the success of the project using metrics and/or performance measurements. Describe the area served by the project and any collaborating organizations. Describe the project duration and how you will staff it. What is the experience of the organization in the area you propose? You may wish to break down the project's goals into components and describe how each will be approached.

Project Timeline

Please provide a timeline showing the order of the progress of the project. Be as specific as possible with proposed dates of completion for each component including measurements, milestones and goals.

Budget

Please provide a detailed budget plan for the project. Indicate funding that is secure and dedicated to this project, both internally and from outside funding sources. Clearly identify outside funding sources and provide documentation of their financial support. Include details of any ongoing fundraising campaign associated with this project including potential donors. It is your responsibility to provide additional information if the budget/funding changes after the submission of the application and the award notification.

Organization and Project Summary

Please provide a paragraph describing your organization and this project. UCAIR may use this paragraph on the UCAIR website, in media releases, in promotional materials or in presentations about UCAIR and the UCAIR Grant Program.