

**RUTHERFORD COUNTY
GRANT SEARCH REQUEST FORM**

Internal Use Only: Rutherford County Departments

If your department is interested in seeking funding in the form of a grant, please fill out this form and sign it. Be as detailed as possible, add extra pages if necessary. If you have located a funding source for your project, please list in Grant Project/Title line. The county does not fund grants. This form is to provide information to search for funding for the project through Federal, State, Local and Private Foundations.

Please submit this form or this format to the Grant Coordinator.

Contact

Person: _____ **Phone** _____
(Person responsible for developing the project/program or service to be funded)

Grant Project/Program Title: _____

Background Information/Need Statement: A general program overview and an explanation of the need. Why are you doing this?

Program History: Year the program started, recent expansions, awards/honors, etc. Include specific information on the population that your project is focused on.

Project/Program Impact & Goals: What will the project accomplish that will make the community a better place? What are your goals?

Objectives: Tell specific things you will be accomplishing in your project. List potential collaborating department or community agency

Administration: What types of administrative support will/does the program require?

Equipment Needs: List the equipment needed for starting and/or maintaining the program? This will include everything from desks and chairs to computers.

Justification for each item requested:

Proposed Results: How will the project results be used and/or disseminated?

Project/Program Timeline: Beginning and ending dates of program/project or service. A clear indication of the time frame for the project and the times when each aspect of the project will be implemented.

Budget Summary:

Income – Other sources of funding (program fees, match, etc)

Expenses – Itemize

TOTAL BUDGET: \$ _____

Justification for each budget expense item:

Continuation Funding: What happens after the grant funds are expended? How will the project/program be funded?

Contact Person's Signature: _____ **Date** _____