### APPLICANT INFORMATION

1. Name of organization submitting the application (supervisory union/educational district, early care provider, afterschool program, consortium, non-profit, community organization, etc.) *\*This organization must be the fiscal agent, the entity that will be legally responsible for receiving and managing grant funds.*

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1. Name, title, e-mail, and phone number for the following individuals:
	1. Grant Authorizing/Financial Management Contact\* – the main point of contact for legal and financial grant communications, including submitting claims for grant payments *\*This person must be associated with the fiscal agent organization*

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| Name | Title | Email | Phone Number |
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* 1. Grant Management Contact – the main point of contact for all grant related communications and project management, including submitting status reports

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| Name | Title | Email | Phone Number |
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1. For each school/early care provider/afterschool program involved in the proposed project, provide the following information about the total population they serve:
	1. The grades/ages served

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* 1. The number of children served

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* 1. If applicable, the percentage of children that qualify for free or reduced-price meals

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* 1. If applicable, a list of all federal child nutrition programs in which the organization participates

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* 1. A letter of support from the leadership of the organization
1. How much grant funding are you requesting?

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### DEMONSTRATION OF NEED

* In five sentences or less, describe the problem this proposal seeks to address.

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* + Provide any qualitative evidence (observations or personal anecdotes) that demonstrates the impact of the problem and how it manifests in your community. Space is provided on the online application to upload testimonials or other supporting documentation.

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* + Provide any quantitative evidence (statistics, percentages, etc.) that demonstrates the impact of the problem and its effect on your community. Space is provided on the online application to upload supporting documentation.

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* Are there current efforts, or have there been previous efforts, to address this problem in the community?
	+ If yes, describe them and comment on their effectiveness

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* Are there other organizations or groups currently working to address this problem in your community?

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* + If yes, will they be collaborating on this project?
		- Describe their role
	+ If no, explain why they have not been included as a project partner

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### PROJECT DESCRIPTION

* Is the proposed project a new initiative, an expansion of an existing initiative or a continuation of an existing initiative?

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* + If the proposed project is an expansion or continuation of an existing initiative, provide information about the history and current status of these efforts.

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* Provide a detailed overview of your proposed project. Include information about the project timeline and who would be responsible for completing different project tasks.

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* Describe the target population for the proposed project. Consider demographics such as age, location, income level, race/ethnicity, etc.
	+ How would you recruit or engage the target population?

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* Give your best sales pitch. Why is this proposed project the right solution for the problem?

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* What is the anticipated impact?

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* Provide an estimate for the number of Vermont youths who would be directly impacted by this project

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* + How did you arrive at this estimate?

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* Provide information about any benefits the proposed project may have on individuals, groups or organizations beyond Vermont youth.

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* What are some challenges that could affect the success of this project?

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* + How are you prepared to mitigate these challenges?

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* Would this project extend beyond the grant period?
	+ If yes, provide information on how long the project would be expected to last and how it would be sustained.

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* What if anything would be done to help other communities and/or interested organizations learn from this proposed project?

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* Would any resources be developed as part of this proposed project (reports, toolkits, case studies, etc.)?
	+ If yes, provide a description

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* Would project leaders or partners be willing to volunteer time to help other communities institute similar initiatives?

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### PROJECT LEADERS AND PARTNERS

* List all project members who would play key roles in leading, managing and/or overseeing the proposed project and attach a current resume.

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| Name | Organizational Affiliation | Email Address | Description of Role |
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* Do any of the project partners have experience executing similar initiatives?
	+ If yes:
		- Describe any relevant past experiences

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* + - What was learned from those previous experiences that will inform this proposal?

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* Would youths be involved in the design, management and/or execution of this project?
	+ If yes, explain how

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* Would any other community members or organizations not previously listed be involved in this project?
	+ If yes, identify them and describe their involvement

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### BUDGET

* How would you meet the 25% match requirement?
	+ Cash
		- Are the funds secured at the time of this submission?
			* If no, describe the process and timeline for securing matching funds

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* + In-kind
	+ Combination of cash and in-kind
		- Are the cash match funds secured at the time of this submission?
			* If no, describe the process and timeline for securing matching funds

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Complete the following budget table. Be as detailed as possible in the description column, (i.e. hours and wages for personnel, miles and reimbursement rates for travel, explanations for supply and/or equipment costs, etc.)

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| **Expense Category** | **Grant Funds** | **Matching Funds**  | **Total** | **Description** |
| Personnel |  |  |  |  |
| Fringe Benefits |  |  |  |  |
| Travel |  |  |  |  |
| Equipment |  |  |  |  |
| Supplies |  |  |  |  |
| Contractual |  |  |  |  |
| Construction |  |  |  |  |
| Other |  |  |  |  |
| **Total** |  |  |  |  |

### EVALUATION

* Define what success would look like for this project?

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* How would the impact of this project be measured, both during the grant period and beyond?

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* Who would be responsible for measuring the impact of the proposed project?

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* If the project implementation was not going as well as designed, describe the process for how the project team might respond and/or readjust

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