



Altamont Settlement Agreement
Education Advisory Board

PROJECT GRANT APPLICATION
(Starting \$5,001-\$40,000; Average \$20,000-\$40,000)

Date: _____ Amount Requested: _____

Project Name: _____

Contact Person/Title: _____

Organization Name: _____

Fiscal Agent (Entity check is made out): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

If you are applying from a school, please provide an alternative address for mailing. (i.e. your home address)

Mailing Address: _____

City: _____ State: _____ Zip: _____

Business Number: _____ Cell Phone: _____

Email Address: _____

Start & Completion Dates: _____ Until: _____

Description of Applicant:

- | | |
|--|--|
| <input type="checkbox"/> Public School | <input type="checkbox"/> Public Agency |
| <input type="checkbox"/> Private School | <input type="checkbox"/> Individual |
| <input type="checkbox"/> Nonprofit Agency | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Sponsored by Nonprofit Agency | |

PROJECT PROPOSAL

Please provide a brief written response to each numbered heading listed below.

1. Project Description

Please provide a description of the applicant and the main purpose of current work. Include mission, history, and capacity to deliver proposed project outcomes. Also, identify other current sources of support for applicant's overall work.

2. Goals and Objectives

Describe the issues/problems to be addressed by this project. Identify which Grant Guideline objective(s) you would categorize this project.

3. Audience

Identify the population served. (Number of people, ages or grade level, special needs, etc.)

4. Timeline

Provide a project timeline, identifying activities and expected outcomes.

5. Assessment

Describe the methods that will be used for assessing success. Include how lessons learned from this project will be useful to others. (For example, tracking weight diverted, surveys, participants, etc.)

6. Budget

Please include all project expenses. Examples of types of expenses can include **staff time, materials and supplies, stipends, indirect costs** or other categories (please list, if so).

- a. Identify the dates when the applicant starts and ends the fiscal year.
- b. Provide an itemized budget for the entire project; identify the items and amounts you are requesting from the Altamont Educational Advisory Board.
- c. Where appropriate, identify the source for purchasing materials or equipment associated with the grant.
- d. Identify other sources of funding pending for this project, including amounts requested.
- e. Identify any other sources and amounts of secured funding for this project.
- f. Identify any partnerships or resources available in the community to you (such as city recycling coordinator, district sustainability managers, Stopwaste.org, etc.)
- g. Itemized list of expenses (Note: You may attach a separate sheet or fill out the table below)

Type of Expense	Itemized Expense Description	Requested from Altamont	Funded by Another source
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
Totals		\$	\$

7. Additional Attachments

- a. Provide a summary of the professional background of key staff members.
- b. Provide a list of non-profit board of directors (if applicable).
- c. Provide documentation of the organization's tax-exempt status (if applicable).
- d. Please list any "best practices" that apply to your project and describe how you will incorporate them.
- e. Please specify any materials that will be developed with grant funds (such as curriculum, posters, or guidelines) that can be shared as best practices.
- f. Completed W9 Tax form (see below)

Applications must be received by Friday, March 7, 2025.

*Submit via email your completed application to:
altamonteab@gmail.com*

A confirmation email will be sent upon receipt of application.

