

GRANT APPLICATION

Applying for a
Partners In Education Grant
from
Eugene Water & Electric Board

Contact Information

Please fill out the contact information below:

NAME OF ORGANIZATION

CONTACT NAME

CONTACT TITLE

STREET ADDRESS

CITY/STATE/ZIP

TELEPHONE

FAX

E-MAIL

WEB SITE

PROPOSAL TITLE: _____

AMOUNT REQUESTED: _____

SIGNATURE

DATE

When to apply

Proposals are reviewed on an annual basis. The application deadline is:

April 1

What to send

Applications must include the signed **Contact Information** cover sheet and a **Proposal** with the information requested.

Send to:

John Femal
Eugene Water & Electric Board
500 East 4th Ave.
P.O. Box 10148
Eugene, OR 97440-2148

Proposal

Please provide the information outlined below:
(Sections 1-4, **not to exceed 3 pages** total)

1. Background

Brief statement about your organization including:

- Mission of the organization
- The needs your organization works to address
- The population your organization serves
- A brief description of your current programs

2. Project Description

Brief description of the program/project including:

- Statement of the primary purpose of the project
- The population you plan to serve and how the population will benefit from the project
- Strategies that you will employ to implement the project
- Anticipated length of the project and the period this grant will cover

3. Evaluation

Please explain how you will measure the effectiveness of the project. Briefly describe:

- Your criteria for a successful program
- The results you hope to achieve by the end of the funding period
- The method by which effectiveness will be measured

4. Budget

- A budget for the project for which funds are requested

5. Attachments

- Organization's operating budget for the current year*
- Your most recent financial statement, audited if available*
- Proof of nonprofit status (a copy of IRS letter)*
- One-paragraph resumes of key staff working on the project
- List of board of directors*

*Optional or not needed for academic institutions