** VSF GRANT PROPOSAL OUTLINE **

(**NOTE**: Your Proposal Outline should include, at a minimum, responses to the following statements/questions. Feel free to elaborate where you think it would be helpful.)

EXPLAIN YOUR PROPOSAL IN DETAILED RESPONSES TO THE FOLLOWING:

1. Provide a detailed narrative of the proposed project. Include answers to "who, what, where, how, and why".

2. How will the project be managed?

   A. Who will have overall management responsibility for the project?

   B. Who will have overall financial responsibility for the project?

   C. Who will have administrative responsibility for the project?

3. Explain the time frames and deadlines for completing each aspect of the project; the total project.

4. Is this an existing project? YES_____ NO_____.
   Explain.

5. If YES - How has this project been funded in prior years?

6. Is this intended to be an ongoing project? YES_____ NO_____

7. If YES - How will this project be funded in future years?

8. Provide a brief resume' for all personnel included in your project.

9. Explain any other projects, which have been managed by your organization. Include an explanation of the size and monetary value of each project.

10. Include a line item budget for all project costs.

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WE CERTIFY THAT WE HAVE ANSWERED ALL QUESTIONS, HAVE INCLUDED ALL ATTACHMENTS REQUIRED, HAVE INCLUDED THE REQUIRED NUMBER OF COPIES AND ACKNOWLEDGE THAT IF ANY OF THE ABOVE IS NOT COMPLETE OUR GRANT APPLICATION WILL AUTOMATICALLY BE DISAPPROVED.

Signed: Person responsible for administering the grant. _____

Executive in charge of the organization. _____