[Please fill in a cover sheet for each grant sought, providing the following information. This cover sheet may be submitted single-spaced. This bracketed section may be omitted.]

**Proposal and Application for a DDOE Grant – Cover Sheet**

DDOE RFA name:

RFA and Project numbers:

**The applicant**

* 1. Organization submitting proposal;
	2. Organization street address with zip-plus-four code (add PO Box if you receive mail there);
	3. Contact person for project: name; telephone; and email;

**The grant**

* 1. Name of the project for which you are applying and the grant’s i.d. number;
	2. Applicant’s title for the proposed project;
	3. One-paragraph project summary;
	4. Grant period (months or years);
	5. How the District’s environment will specifically benefit from project;
	6. Target audience;
	7. Funding amount requested;
	8. Matching/In-kind amount;
	9. Whether funds for this project have been requested from any other source, and if so, how much and from what source;
	10. Federal Tax Identification Number (EIN) (see note above regarding nonprofits and faith-based groups);
	11. DUNS number (obtain at <http://fedgov.dnb.com/webform>);
	12. If the organization has a federal SAM registration number already, report it here. If the project will use federal funds, per the RFA, and the organization does NOT have a SAM number, you must apply for the SAM number and insert it here. If the project will use only District funds, insert “N/A” here;
	13. Organization’s Congressional district; and
	14. Date and signature of authorized representative, plus printed name, email, and title of the person. [Filename: ]