[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. Federal Tax Identification Number (EIN) (see note above regarding nonprofits and faith-based groups);
	4. DUNS number (obtain at <http://fedgov.dnb.com/webform>);
	5. Organization’s Congressional district; and
	6. Contact person for project: name; telephone; and email;

**The grant**

* 1. Name of the project for which you are applying and the RFA 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;

**Authority to apply**

* 1. Date and signature of authorized representative, printed name, title, and email of that person.