[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

(7) Name of the project for which you are applying and the RFA number;
(8) Applicant’s title for the proposed project;
(9) One-paragraph project summary;
(10) Grant period (months or years);
(11) How the District’s environment will specifically benefit from project;
(12) Target audience;
(13) Funding amount requested;
(14) Matching/In-kind amount;
(15) Whether funds for this project have been requested from any other source, and if so, how much and from what source;

Authority to apply

(16) Date and signature of authorized representative, printed name, title, and email of that person.