

[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.