



**YBCBD Full Grant Proposal Application  
Form & Directions**

**Cover Sheet**

Organization Name	
Street Address	
City, State, Zip Code	
Website	
Executive Director Name/Title <i>(if applicable)</i>	
Executive Director Phone/Email	
Contact Person Name/Title <i>(if other than Executive Director)</i>	
Contact Person Phone/Email	
Amount Requested	
Fiscal Agent <i>(if applicable)</i>	
Tax Status <i>(check one)</i>	<input type="checkbox"/> Public Entity <input type="checkbox"/> 501(c) <input type="checkbox"/> Educational Institution
Tax ID Number	

Request Type (check all that apply)

- Public Art
- Streetscape Improvements
- Community Building
- Public Safety Enhancement

Is the applicant located within the District? (Weblink to map of district here)

- Yes; if yes, provide specific location address \_\_\_\_\_
- No

For organizations located outside the District, are you currently or have you previously worked in the District?

- Yes
- No

List any collaborating organizations or partners below (if applicable) and note whether they are located with the District:

*Collaborating organization:* \_\_\_\_\_ *Located in YCBCD?*  Y  N

**Narrative**

In no more than five pages, provide the following information:

- 1) Brief summary of the organization’s history, mission, and goals.
- 2) Description of the proposed project, including project need, specific information about the target population, proposed activities and numbers to be served (be sure to include the number that are District residents), and timeline.
- 3) Specific outputs and outcomes for the project and how it will be evaluated.
- 4) Describe how the proposed project meets YCBCBD funding priority areas and selection criteria and specifically how it benefits the District.
- 5) Describe the work you are currently doing in the District or work you’ve done previously, if any.
- 6) If you have a current grant with YCBCBD, describe your progress on it to date including specific outputs and outcomes achieved thus far.
- 7) Describe how YCBCBD funding will be used and how it fits within your overall project and/or organizational budget. For projects involving the permanent installation of art, streetscape items, or other capital project, please include the plan and funding sources for ensuring the security and maintenance of the project.
- 8) Experience and qualifications of key personnel implementing and overseeing the project.

**Attachments**

- Cover Letter authorizing submission of the proposal on your organization’s letterhead, or the letterhead of your fiscal agent, signed by the Executive Director.
- Detailed project budget including specific line item expenses for which YCBCBD funding is requested, any other sources of project funding, and status (committed, funding or projected) of those other funding sources. Be sure to include evidence of other funding

commitments (cash, in-kind, and/or volunteer time) for at least 50% of project cost or list of pending sources and timeline for securing them.

- For art, streetscape improvements or other capital projects, include a photograph of the site as it appears currently, a detailed description of where the art/plants will be installed (including street address and cross streets), a description of how visible and accessible it is to the public, and a visual rendering of the proposed project. If visual examples of other similar projects or other work by the proposed artist are available, include them as well.
- For art, streetscape improvements or other capital projects, if the applicant is not the property owner, provide a letter from the property owner authorizing the installation of the project and stating either their or the applicant's commitment to the security and maintenance of the installation for the life of the project.
- Board Member list including name, title, organizational affiliation, and term.
- Most recent year-to-date financial statements including budget vs. actuals, balance sheet, and income statement. Please be sure to include all three of these statements and a narrative explanation of any significant deficits or financial issues.
- Most recent audited financial statements (if available) and IRS-990.
- Copy of current IRS tax-exempt status.

### **Submission Directions**

Email full proposals and required attachments to [info@ybcbd.org](mailto:info@ybcbd.org). Full proposals are due by 5:00 pm on February 6, 2019.