

Grant Application

Your application package should include:

- A brief cover letter
- A completed application form (below)
- A letter of support from a local business (if you are an individual, nonprofit or other community organization—not required with applications from businesses)

You must use the application form below, though additional paper may be used if necessary. Applications must be received by 5:00 pm on May 31 (any applications postmarked after this time will not be accepted). Submit one completed application to: Lester Viles North Portland Project Association; Grant Applications; 4784 N. Lombard St., Box 124; Portland, OR 97203.

ORGANIZATION NAME

NAME OF SPONSORING BUSINESS

PROJECT NAME

NAME OF PRIMARY CONTACT

PRIMARY CONTACT EMAIL

PHONE

MAILING ADDRESS

DATE SUBMITTED TO LVNPPA

**Applications must be received by 5:00 pm on May 31.
Reimbursement and reports must be received by 5:00 pm, May 31 the next year.**

1. Briefly describe the project.

2. Why is the project important?

3. How does the project address one or more of the LVNPPA focus areas?

4. Timeline

START DATE:

COMPLETION DATE:

Please list important milestones, and their estimated dates of completion:

5. Amount Requested (Dollars)

6. Funding Partners / Additional Support

List any other sources of support for this project, including in-kind donations, pro-bono or volunteer services, and other grants applied for (even if still under consideration).

7. How will you measure success of the project?

8. Budget

For each line item, indicate the dollar amount requested (A), matching funds available (B) and total amount needed (C). Matching funds (B) should include in-kind donations, pro-bono or volunteer services, and other grants applied for (even if still under consideration). If the value indicated in matching funds (B) includes in-kind donations or pro-bono or volunteer services, please check the box in the last column (D) (otherwise leave blank). Please see FAQs for tips on calculating the value of pro-bono or volunteer services.

EXPENSES	A REQUESTED	B MATCHING	C TOTAL NEEDED	D
Personnel <i>staff, salaries</i>				
Administrative Costs <i>printing, ads, postage</i>				
Professional Services <i>e.g., General Contractor</i>				
Materials & Supplies				
Equipment				
Construction				
Event Hosting				
Transportation				
Insurance				
Other <i>list below</i>				
TOTALS				

What percentage of the funds will be used to pay for personnel services? *(please calculate)*