

ENCORE GRANT APPLICATION 2009

Please follow the format and order of the items requested when submitting all information outlined in this document.

Section I: General Information

Please fill in all that applies to your organization.

Organization: _____

Address: _____

Phone: _____ Fax: _____

Email: _____ Website: _____

Year Organization Founded _____

Please have the key responsible parties sign below. Signature indicates approval of all information presented in this application.

Executive Director Name	Signature	Date
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Board President	Signature	Date
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Person responsible for college readiness program operations - (name, e-mail and telephone number)

Individual(s) preparing this application:

Name	Title	Phone/Email
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Name	Title	Phone/Email
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Section II: About the Organization

A. Organization's Background

- Mission & Vision
- Major activities
- Credentials for carrying out the program

Section III: About the College Readiness Program

A. Cover letter, on your stationery, signed by your director

- Include requested amount
- Name of the project

B. Executive Summary

C. Narrative (no more than five pages) that includes:

- College readiness program description
 - Brief statement of your college readiness program
 - Goals and objectives
 - Target population
 - Program activities
- Plan for measuring college readiness program effectiveness

D. Project Budget

- Expenses and income

E. Conclusion

- Brief statement of long term program plan

Section IV: Supportive Materials

A. Appendices (Attachments)

- Verification of tax exempt status (IRS determination letter)
- List of officers and Board of Directors
- Staff list and Key Staff Professional Biographies
(Continued from previous page)
- Organization Operating Budget

