## 

## Community Project Grant Application

### Project Information

|  |  |
| --- | --- |
| Project Title |  |
| Project city/state |  |
| Project Leader |  |
| Mailing Address |  |
| Illuminator Name and Project role |  |
| Illuminator email |  |

### Project Summary

Summarize your project goals in 250 words or less.

### Project description

Describe your project in detail, including what you will do, when you will do it, who will do what, how it will help, who it will help, and how it fits into the mission of The Well Life Foundation. 2 page maximum.

### Project team & bios

Include a roster of all project team members, their role, and a short (200 words or less) bio. A graduated Illuminator must be included in this roster, even if their role is minor.

Project member bios should include enough information to determine if the project team has the skills and experience necessary to accomplish the project goals.

### Timeline

Describe your project timeline, including start date, end date, any major milestones along with way, and any go/no-go decision points. 500 words or less.

### Community Support

Attach two letters from community members in support of your project, attesting to the likelihood of the project to impact the community and the ability of the project team to achieve the project objectives.

|  |  |  |
| --- | --- | --- |
| **Community Project Grant - Budget Form** | | |
| Project Title: |  | |
| Project Lead: |  | |
|  | Project Period | Brief Description |
| Budget Category | 1/1/19 - 12/31/19 |
|  |  |  |
| Personnel |  |  |
| Salaries |  |  |
| Benefits |  |  |
|  |  |  |
| Materials & Supplies |  |  |
| a) |  |  |
| b) |  |  |
| c) |  |  |
|  |  |  |
| Contractual Costs |  |  |
| a) |  |  |
| b) |  |  |
| c) |  |  |
|  |  |  |
| Travel |  |  |
| a) |  |  |
|  |  |  |
| Equipment (over $5000) |  |  |
| a) |  |  |
|  |  |  |
| **Total Costs** | **$0.00** |  |

### Budget Justification

Describe each budget request, including why it is necessary to meet project goals. Include sufficient level of detail that any reasonable person could understand your request.

*Salaries & Benefits*

If anyone working on the project will be paid salary or benefits for their work on the project, please list it in this section. In the Description, include the individual's hourly rate or equivalent and how long they will work on the project.

*Materials & Supplies*

List the full amount requested for materials and supplies, and add sufficient detail to explain the amount requested.

*Contractual Costs*

List the amount requested to cover contractual costs, including those paid to contractors, rental agreements for space or equipment, etc.

*Travel*

If funds are requested for airfare, lodging, meal reimbursements for travelers or other traveler related costs, list them here. Include who is traveling, home and destination airports, and detail any requests for meals, ground transportation or other costs.

*Equipment*

If you plan to purchase any single item costing $5000 or more, list it here. Include a detailed description of the item(s).