Community Development Funding Program Application Outline (for reference only)

Organization details:

    Organization Name

    Organization Website

    Physical Address

    Is the mailing address different than the physical address?

        Yes: mailing address

        No

    Organization's FEIN

    Do you have a UEI number?

        Yes: Organization's UEI

        No

Contact Information:

    Name of applicant

    Title of applicant

    Phone

    Email of applicant/contact

    Is the applicant the organization's Executive Director?

        Yes

        No: Name of Executive Director

            Phone of Executive Director

            Email of Executive Director

Project Details:

    Project Title

    Project Budget

    Grant/loan amount requested

    Funding source requested: check all that apply (CDBG Loan, CDBG Grant, Affordable Housing Trust Fund Loan, Affordable Housing Trust Fund Grant)

    Is there a funding source you do NOT want to be considered for?

    Program type (New Construction, Rehabilitation, Acquisition/Preservation, Public Services/Consumer Housing Services). Review descriptions provided in the application.

Application Details:

    Please describe the issue, need, or problem that is motivating your request: demonstrate through data a thorough understanding of the problem at the local and/or regional level, why needed changes justify the grant award, and who will benefit (the target population). This question relates to the Demonstrated Knowledge of Community Need category in the scoring criteria (25 pts).

    Provide a clear overview of the proposed solution/project design: describe your project and its design in detail. What is your vision for this project? Describe how this project will address or mitigate the need described above. This question relates to the Project Design category of the scoring criteria (15 pts).

    What are the specific outcomes that you will achieve through this project? How will you measure and report these outcomes? From the time your organization receives a grant award until the end of the grant funding cycle, how will the money have made a difference for the target population? How will you measure and report these outcomes? Identified outcomes will move to post-award reporting. This question relates to the Outcomes category of the scoring criteria (10 pts).

Please describe why your organization is best able to meet this need: include success and experience related to meeting the described need, unique qualifications, collaborations with any major partners, etc. This question relates to the Capacity category in the scoring criteria (5 pts).

Provide a timeline for your proposed project: include milestones, relevant permitting processes/environmental review, etc. This question relates to the readiness/timeline category of the scoring criteria (5 pts).

Please describe how the project will align with the City of Missoula Goals: describe how the project will align with the City of Missoula Consolidated Plan Objectives and/or Housing Policy Goals. If applying for CDBG funds, please also describe how the National Objective will be met. This question relates to the Demonstrated Knowledge of Community Need (25 pts) and Project Design (15 pts) categories of the scoring criteria.

Are you applying as a Community Based Development Organization (CBDO)* as defined by 24 CFR 570.204? CBDOs may use CDBG funds to construct housing for sale to LMI homebuyers in conjunction with a neighborhood revitalization or community economic development project.

Beneficiaries

What is the total number of individuals who will benefit from your project? Identified beneficiary numbers will move to post-award reporting. This question relates to the Impact category of the scoring criteria (10 pts).

Indicate the number and percentage of individuals by income level that will benefit from your project (chart provided).

How do you verify the income of beneficiaries?

Project Match

All projects require at least a 25% committed match as a share of total funding request. Match must be included in the budget. This relates to the Match category of the scoring criteria (5 pts).

First project match: source, description, amount, status

Second project match (if any): source, description, amount, status

Third project match (if any): source, description, amount, status

Budget

Upload completed budget form (template provided). This section aligns with the Financial Feasibility category of the scoring criteria (25 pts).

Upload evidence of funding commitments:

Evidence of Funding Commitments is required for sources listed as "committed" on budget supplement.

Please describe your organization's fund development practices and how you ensure that sufficient funds are raised each year to support your organizational and program budgets.

Other than CDBG or AHTF, what other funding sources did your organization explore? What other funds have been committed to this project? What is your agency's financial commitment to the project (include any in-kind or volunteer services, if applicable)?