

**CITY OF BOWIE
COMMUNITY OUTREACH COMMITTEE**

2019-2020 GRANT APPLICATION

Application Checklist

Provided for your use as a guide for preparation of your grant package, this form must be completed and included as a part of your application.

Required Information

Yes/No

- Does your project meet the needs of Bowie residents? _____
- Have you included explanations of target population, benefits of project, etc.?.? _____
- Have the forms on page 5 of your application been signed as required? _____
- Have you filled in all spaces provided for required information? _____
- Have you answered all questions and included all required information, such as goals, purpose, explanation of activities and their implementation, benefit to target population, use of materials, timeline and other requirements? _____
- Have you completed the detailed budget form with required explanation? _____
- Is all supplemental information, such as documentation of location, partnerships, approvals and recommendations included? _____

SAMPLE

Project Organization and Content

Yes/No

- Does your project fit with the purpose of the grants? _____
- Is your description clear and concise? _____
- Does your application include starting and ending dates? _____
- Have you followed all guidelines included on the application? _____
- Is information included easy to read and understand? Does it flow logically? _____
- Do the major points stand out? _____
- Does it meet limits on length and attachments? _____

Please submit the completed application to:

Community Outreach Committee
Bowie City Hall
15901 Excalibur Road
Bowie, MD 20716
301-809-2314 (FAX)
shein@cityofbowie.org

Deadline: 5 PM, July 31, 2019