

# Drug Free Community Fund 2023 Grant Application Checklist

## Cover Page

- Lists Requested Amount
- Signature of Executive Officer
- Signature of Fiscal Officer (if different than Executive Officer)
- One and Only One Problem # Listed
- Number of Unduplicated Persons Served (must be specific numeral/s)

## Organizational Summary

- One-Page Summary, Single-Spaced
- Summary Includes Organization Overview
- Summary Includes Experience/Current Programs Related to Proposed Project
- Summary Includes Amount of Funding Requested

## Population to be Served

- Specifically Details Population to Be Served
- Includes Documentation of Need (data, assessment, statistics, etc.)

## Activities or Services Provided

- Incorporates Best Practices/Evidence-Based Programs
- Includes Collaboration with Other Community Partners
- Lists Appropriate Partners and/or Community Plan

***PLEASE SEE REVERSE FOR MORE →***

## Project Outcomes

Details How Outcomes will be Measured

Details How Results will be Evaluated

**Project Budget**

Project Grand Total Matches Amount Requested on Cover Page

Includes Narrative Describing Details for Each Budget Category

**Attachments**

Letters of Support from Community Partners

Resume of Applicant Organization's Executive Director/CEO

Resume of Applicant Organization's Project Director

Applicant Organization's Organizational Chart