



Grant Application: Guidelines

Information gathered in these following sections will be added to the previous information gathered in the Letter of Interest.

** Please note this document is for informational purposes only. All sections and corresponding questions must be answered through the DHCD grantee portal.*

Section #1: Goals and Evaluation

Please provide the program/project goals and the evaluation plan for each goal.

- Goals: SMART goals - specific, measurable, ambitious, realistic, and time-bound. (300-word limit)
- Evaluation: Detailed plan of action for evaluation that monitors and tracks the progress of each goal (200-word limit)
- Proposed Program / Project Evaluation Plan: Please describe a specific detailed plan of action for evaluation, that includes both qualitative and quantitative assessment. (300-word limit)

Section #2: Capacity and Sustainability

- Organizational Capacity: Describe the staff resource allocation to the project/program and capacity for this kind of work. (200-word limit)
- Organizational Sustainability: Describe how the proposed program/project is identified within your organizational strategic and business plans (200-word limit)

Section #3: Partnerships

- Key Partners/Collaboration: Please provide a detailed list of community partners and their roles directly supporting the program/project. (300-word limit)

Section #4: Executive Summary

- Please provide a summary of the project's mission and vision, the target population the project will serve, the expected benefits to the community, and the need for the project in the community. (400-word limit)