

# Embrace Iowa 2008 Disaster Fund APPLICATION INSTRUCTIONS:

All applications for funding should be submitted in 12 point font, single-spaced with 1 inch margins. The application should consist of:

- I. Completed CFJC/Embrace Iowa Application Information Sheet
- II. Proposal (maximum of 2 pages narrative plus budget) outlining:
  - A. Natural Disaster Description
    1. Briefly describe the nature of the disaster for which you are applying.
    2. How many disaster victims were directly affected?
  - B. Purpose of Request and Anticipated Results.
    1. Describe the most pressing need for which you are applying as well as the size and/or severity of the issue or need. If applicable, provide demographic information (youth, adult, elderly, minority, low income etc.) and geographic information regarding the community/county or population that you serve, including expected number of individuals to benefit from or served by this application.
    2. Specify your funding request.
    3. List all other sources from which you are requesting/receiving funding as a result of this disaster. If you are currently pursuing other sources of funding, what is the status of these other requests?
    4. Discuss the anticipated results for the request. (How will you know the grant has been put to most successful use? What will change as a result of the funding?)
    5. Indicate what process and/or impact information will be collected to measure and demonstrate success.
    6. If applicable, provide a timeline for implementing the request.
    7. Additional information may be required at the discretion of the Executive Director to be submitted before consideration of the application.
  - C. Financial Information
    1. Please provide a projected budget including sources of funds and a line-item breakdown of expenses, if applicable.
- III. ATTACHMENTS
  1. If a 501 (c)(3) nonprofit, please attach a copy of your organization's current IRS determination letter indicating 501 (c)(3) tax exempt status
  2. If a for-profit, please outline the nature of your charitable intent