



4784 N. Lombard St., Box 124, Portland, OR 97203

### **Grant Application**

Your application package should include:

- A brief cover letter
- A complicated application form (below)
- A letter of support from a local business (if you are an individual, nonprofit or other community organization — not required with applications from businesses)

You must use the application form below, though additional paper may be used if necessary. Applications must be received by 5:00 on October 31st. Any applications postmarked after this time will not be accepted. Submit one completed application to:

Lester Viles North Portland Project Association

Grant Applications

4758 N Lombard Street

Box 124

Portland, OR 97203

**Alternatively**, you may submit the application online at <https://lvnppa.org/application>. The same deadline applies. To avoid duplication, pick one method of submitting an application. Do not do both.

**Organization Name** \_\_\_\_\_

Include this if you are an individual, nonprofit or other community organization with a Sponsoring Business.

**Name of Business (or Sponsoring Business)** \_\_\_\_\_

**Project Name** \_\_\_\_\_

**Name of Primary Contact** \_\_\_\_\_

**Primary Contact Email** \_\_\_\_\_

**Primary Contact Phone** \_\_\_\_\_

**Mailing Address** (Include Street, City, State, and Zip)

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**Briefly describe the project** \_\_\_\_\_

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**Why is this project important?** \_\_\_\_\_

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**How does the project align with one or more of the LVNPPA focus areas?** \_\_\_\_\_

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**Start Date** \_\_\_\_\_ **Completion Date** \_\_\_\_\_

**Please list important milestones and their estimated dates of completion.** \_\_\_\_\_

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**Amount Requested** \_\_\_\_\_

This amount should match Total Requested in column A below.

**Funding Partners / Additional Support** \_\_\_\_\_

List any other sources of support for this project, including in-kind donations, pro-bono or volunteer services, and other grants applied for (even if still under consideration).

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**How will you measure the success of this project?** \_\_\_\_\_

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## Budget

For each line item, indicate:

- The dollar amount requested (A)
- Matching funds available (B)
- Total amount needed (C).

Matching funds (B) should include in-kind donations, pro-bono or volunteer services, and other grants applied for (even if still under consideration). If the value indicated in matching funds (B) includes in-kind donations or pro-bono or volunteer services, please indicate that by checking the box (D).

Please see FAQs on the website (<https://lvnppa.org/application-info/faqs/>) for tips calculating the value of pro-bono or volunteer services.

## Expenses

If a type of expense does not apply to your project, insert zeros in the boxes.

Expenses	A Requested	B Matching	C Total Needed	D Y/N
Administrative Costs: printing, adds, postage				
Materials and Supplies				
Equipment				
Construction				
Event Hosting				
Transportation				
Insurance				
Other: list below				
<b>Totals</b>				

**Be sure to include the application cover letter and, if you are an individual, nonprofit or other community organization, include the letter of support from a local business.**