

CHRISTMAS TREE PROMOTION BOARD PROJECT PROFILE TEMPLATE

Page size for the narrative must be 8.5 inches by 11 inches. The acceptable font size is 11 or 12 pitch with all margins at 1 inch. Narratives should be no more than 15 pages, including the budget. The following information must be included in each project profile.

Name of Organization:

Address:

City, State, ZIP:

Employer Identification Number:

DUNS Number:

Project Lead:

Telephone:

Email:

PROJECT TITLE

Provide a descriptive project title in 15 words or less in the space below.

REQUESTED AMOUNT

DURATION OF PROJECT & PROJECT TIMELINE

Start Date:

End Date:

PROJECT PARTNER AND SUMMARY

Include a project summary of 250 words or less suitable for dissemination to the public. A Project Summary provides a very brief description of your project. A Project Summary includes:

The name of the applicant organization that, if awarded a grant, will establish an agreement or contractual relationship with the Christmas Tree Promotion Board

- 1. A concise outline the project's outcome(s), and*
- 2. A description of the general tasks to be completed during the project period to fulfill this goal.*

PROJECT PURPOSE

Provide the specific issue, problem or need that the project will address.

PROVIDE A LISTING OF THE OBJECTIVES THAT THIS PROJECT HOPES TO ACHIEVE

Objective 1

Objective 2

Objective 3

Objective 4

Add other objectives as necessary

CONTINUATION PROJECT INFORMATION

If your project is continuing the efforts of a previously funded CTPB project, address the following:

DESCRIBE HOW THIS PROJECT WILL DIFFER FROM AND BUILD ON THE PREVIOUS EFFORTS

PROVIDE A SUMMARY (3 TO 5 SENTENCES) OF THE OUTCOMES OF THE PREVIOUS EFFORTS

PROVIDE LESSONS LEARNED ON POTENTIAL PROJECT IMPROVEMENTS

What was previously learned from implementing this project, including potential improvements?

How are the lessons learned and improvements being incorporated into the project to make the ongoing project more effective and successful at meeting goals and outcomes?

IF YOUR PROJECT IS RECEIVING OR WILL POTENTIALLY RECEIVE FUNDS FROM ANOTHER GRANT PROGRAMS

Identify the grant program(s).

Briefly describe how the CTPB project differs from or supplements the other grant program(s) efforts.

EXTERNAL PROJECT SUPPORT

Describe the other stakeholders who support this project and why (other than the applicant and organizations involved in the project). Do not include letters of support in this section, they should be sent as a PDF with the application.

EXPECTED MEASURABLE OUTCOMES

BUDGET NARRATIVE

All expenses described in this Budget Narrative must be associated with expenses that will be covered by the CTPB. Overhead (indirect) expenses are not allowed.

When completing the budget narrative, do not round figures. Please provide figures to the nearest dollar.

Budget Summary		
Expense Category	Funds Requested Year 1	Funds Requested Year 2**
Personnel		
Fringe		
Travel		
Equipment		
Supplies		
Contractual		
Other		
Direct Costs Subtotal		
Total Budget		

** Include funds requested for Year 2 if a no cost extension will be requested. Budget Narratives for Year 1 and Year 2 must be reported separately.