



## Community Development Fund APPLICATION

Chinatown | Harwin | South Asia | Sharpstown | University | Westwood

Organization Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_

ZIP: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: (day) \_\_\_\_\_ (evening) \_\_\_\_\_

Email: \_\_\_\_\_

Amount Requested: \_\_\_\_\_ No Funding Needed \_\_\_\_\_

Federal EIN: \_\_\_\_\_

Organization classification: 501(c)(3) \_\_\_ 501(c)(4) \_\_\_ Other \_\_\_\_\_

Name of project: \_\_\_\_\_

Purpose of project: \_\_\_\_\_

### Required Signatures

We certify that the attached proposal has been discussed and approved by the decision-making body of the organization and that all information contained herein is accurate. Should we receive funding from the Southwest District, we agree to abide by any stipulations or restrictions on the use of funds, provide any required reports on request, and complete projects on a timely basis.

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Please include the following with your application:

- W-9 form • Most recent 990 • IRS determination letter (copy only)
- Written approval from the school district — *if project involves students or school property*

*Celebrating 25 Years of Support*  
**SWdistrict.org**

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Southwest District Board of Directors

Kenneth Li, Peter Acquaro, Harry Shani, David Peters, Stephen Le, Jr., Raj Adnani, Blu Baillio, Sandra Mooney, Dawn Lin

## PROJECT DESCRIPTION

**INSTRUCTIONS:** Please answer the following questions as completely as possible, explaining how your organization's project is compatible with the District's Service Plan & Improvement Plan and demonstrating how it satisfies some of the characteristics described in Item #6 of the *Policies and Procedures for Funding Support* information sheet provided with this application form. You may attach additional pages if necessary.

1. What project(s) does your group plan to implement?
2. Describe specific steps that you will take to carry out your proposed project and activities.
3. Who will be involved with the project? How will your group involve other residents and/or organizations? List the names of other groups or organizations you are currently working with or plan to work with.
4. How will you know that your proposed project and activities are successful? Briefly describe how you will evaluate success. Tell us who from your group will be responsible for providing information that may determine the success of your proposed project and activities.
5. Are there other projects or issues you are planning to address this year? ☐ Yes ☐ No  
If so, please describe.

## PROJECT BUDGET WORKSHEET

Describe the project costs and resources, including funds or in-kind (donated) services, you plan to use. *For example, list costs for supplies, equipment, outreach activities, mailing and income such as membership dues, contributions, or donated items.*

### PROJECT COST

| Type of Cost               | Amount          |
|----------------------------|-----------------|
| 1. _____                   | \$ _____        |
| 2. _____                   | \$ _____        |
| 3. _____                   | \$ _____        |
| 4. _____                   | \$ _____        |
| 5. _____                   | \$ _____        |
| 6. _____                   | \$ _____        |
| <b>Total Project Costs</b> | <b>\$ _____</b> |

### PROJECT INCOME

| <b>Income</b> (Source: Cash or in-kind) | Amount          |
|-----------------------------------------|-----------------|
| 1. Amount requested from the District   | \$ _____        |
| 2. _____                                | \$ _____        |
| 3. _____                                | \$ _____        |
| 4. _____                                | \$ _____        |
| 5. _____                                | \$ _____        |
| 6. _____                                | \$ _____        |
| <b>Total Project Income</b>             | <b>\$ _____</b> |

**\* Total Project Costs should be same as Total Project Income.**