



Mini-Grant Application Cover Sheet

Name of Council		Fiscal Agent	
Contact Person		Contact Person	
Address		Address	
City/State/ Zip		City/State/ Zip	
Phone Number		Phone Number	
Contact Email		Contact Email	
FEIN #		FEIN #	

Indicate Grant Category: _____ **Planning** _____ **Outreach** _____ **Training**

Amount Requested: _____

Area/County(s) served by Citizen Corps Council: _____

Summary (Please provide a 2-5 sentence summary of the activities proposed in this grant application. This statement may be used in publications developed by WVCNCS.)

We hereby certify that to the best of our knowledge the information and data contained in this application are true and correct. The applicant and partners will comply with all requirements of the grant.

Citizen Corps	Fiscal Agent	Emergency Manager
Print name of Chair person	Print Contact Name	Print Name
Signature	Authorized Signature	Authorized Signature
Date	Date	Date



Applicant Organization/Project

1) **Answer** the following questions related to your proposed project:

_____ Expected number of volunteers providing service to your community

_____ Expected number of citizens trained in personal preparedness

_____ Expected number of citizens trained in emergency response

_____ Expected number of partner organizations actively involved in project

2) **Attach** a one-page (or less) statement describing the planning, outreach or training activities proposed. Include:

- How the need for this project was determined,
- A description of the proposed project + activities,
- Project goals and how those goals will be accomplished,
- Describe how volunteers will be recruited, mobilized and trained and/or how your community will benefit from this project.

3) **Answer** the following regarding training activities (skip if not applicable):

Type of training _____

Approximate dates (Attach a schedule/calendar if available) _____

Location _____

Audience (Who is invited?) _____

4) **Attach** a timeline of significant project milestones. Use the template provided.

5) **Attach** an itemized budget of expenses. Be as specific as possible. Provide Authorized Equipment List (AEL) numbers for all equipment requests. AEL #'s can be found at: [://www.rkb.us/mel.cfm?expand=1&filter=filter&subtypeid=549&CCP=1](http://www.rkb.us/mel.cfm?expand=1&filter=filter&subtypeid=549&CCP=1).

6) **Attach** evidence of volunteer activities. This could be a sign-in sheet dated within the last 6 months or a project report including volunteer involvement in training, outreach or planning activities.

7) **Attach** a written statement from WV DMAPS Regional Coordinator (an email is fine) that verifies your fiscal agent has met the eligibility criteria to receive Homeland Security Fiscal Year 2007 funding.