**Before Starting Online Application**

*Questions to think about:*

**PROJECT**

1. What are you intending to achieve through this proposed program/initiative and how will it improve the lives of Ottumwa and/or Wapello County residents?
2. What are the community needs that will be addressed?
3. What is your timetable for implementation?
4. What are your plans to accomplish the goals and objectives?
5. What is your strategy for project sustainability?
6. Who are your strategic partners on this project and what are their roles?
7. What other organizations, businesses or groups are working on similar programs?

**EVALUATION**

1. What are your plans for evaluation, including how success will be defined and measured?
2. How will evaluation results be used and/or disseminated?
3. What are the anticipated measurable outcomes?

**DOCUMENTATION**

*Documents you will need to have available to upload:*

* Organization budget
* Program budget
* IRS tax-exempt determination letter
* List of board of directors, officers and key staff
* Most recent financials (audited if possible)
* IRS Form 990
* Letter from board chair or meeting minutes indicating board approval of this proposal