All proposals should be electronically submitted by email to [*anne.dfsme@gmail.com*.](mailto:anne.dfsme@gmail.com?subject=DFSME%20Mini%20Grant) Use the subject heading: DFSME Mini Grant. These grants are on-going and have no submission deadline.

***Complete the block below with your information and your project information***

|  |  |
| --- | --- |
| Your Name:  Click or tap here to enter text. | |
| Your Affiliation:  Click or tap here to enter text. | |
| Email Address: Click or tap here to enter text. | Phone number: Click or tap here to enter text. |
| Title of Project:  Click or tap here to enter text. | |
| Project start date: Click or tap here to enter text. | Project end date: Click or tap here to enter text. |
| Amount Requested: Click or tap here to enter text. | DFSME Mini Grants generally range $100-$500. A budget worksheet is attached. |

***Please attach your answers to the following questions in 500 words or less:***

1. **Identify and describe what the Mini Grant will be used for.**

Click or tap here to enter text.

1. **What cost gap will the grant cover.**

Click or tap here to enter text.

1. **Describe your target audience, including demographic information.**

Click or tap here to enter text.

1. **Explain what impact or value added the project will provide.**

Click or tap here to enter text.

1. **Fill out the budget form with documentation included. Scanned documents should be included with your email submission.**

**BUDGET FORM**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ITEM TYPE | ITEM DESCRIPTION | PRICE | QUANTITY | TOTAL |
| **Supplies/Materials**  *Please attach supporting documentation by scanning them and attaching to your email submission.* |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Services** (Anything not covered above such as subscriptions, substitutes, transportation, conferences).  *Please attach supporting documentation by scanning them and attaching to your email submission.* |  |  |  |  |
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|  |  |  |  |
|  |  |  |  |
|  | **TOTAL** | | |  |



**CHECKLIST**



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**Before submitting your proposal did you:**

**Complete the block requesting your information and your project information?**

**Answer questions #1-4?**

**Complete the budget worksheet (question #5)?**

**Attach supporting documentation for your budget? Scanned documents should be included with your email submission.**