



FULL GRANT APPLICATION FORM – PART 2

This is the second part to the PFFBO Full Grant Application. If PFFO Full Grant Application – Part I has been approved, please fill this form, and submit for final approval. Additional information is requested in this form to help finalize the decision by the PFFBO Grant committee.

1. INFORMATION OF APPLICANT	
1.1 Name of the Organization	Please use the same name as in Part I App
2. PROJECT INFORMATION	
2.1 Proposed Title of Project	Please use the same title as in Part I App
3. ADDITIONAL PROJECT INFORMATION	
3.1 Provide a detailed breakdown on how the requested funds will be used?	
3.2 Provide details on how the funds will target the underprivileged in the community?	
3.3 Detailed description of the project – Part 2. Expand any details you want to provide to help reviewers understand your project in detail. (500 words)	
3.4 Provide a detailed project timeline including key project milestones. If your project is helping the community, include promotion and publicity milestones.	Include project definition, execution milestones, publicity, promotion, feedback, timely project status reports
3.5 Project management details – project personnel assigned to each phase of project and support from other organizations / partners.	
3.6 Project location (city, state, county) – where project personnel will be located, where are the intended beneficiaries located?	
4. ADDITIONAL PROJECT/ORGANIZATION BUDGET	
4.1 What is the operating budget of your organization in the last two fiscal years?	Highlight any significant changes in finance health of organization (200 words)
4.2 Total Operational Budget	
4.3 Total Income (Contributed, Earned, Other); Expenses (Salary, Administrative, Programs)	



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4.4 Total Operational Surplus / Deficit	
4.5 Provide Detailed Balance Sheet of your organization.	
4.6 Project Itemized budget for labor/services, transportation, and supplies/material	Please provide as much detail as necessary. How much is requested from PFFBO? How much is self-funded vs contributed by others vs funding requested by PFFBO. Rounded to \$100.
5. REFERENCE INFORMATION	
5.1 Statement of recommendation / support that demonstrates commitment from any combination of key individuals, organizations, or communities that you wish to highlight. Statements of recommendation / support are used by reviewers to assess the level of commitment of project participants and the impact of project activities.	
6. SUBMITTING INSTRUCTIONS	Please download this application form and attach the completed form to pffbo.pdx@outlook.com . You will receive an email confirmation that your application has been received. For Full Grants Application Form 2 must be submitted no later than on 31 April or 30 Sept to be considered for the following Quarterly session.

Signature	
Full Name	
Title	
Date	

Please feel free to add more rows (attachment)...