

VTDDC Application for One-Year Projects

Please carefully read the instruction booklet to complete this application.

1. Project and Applicant Information

Applicant / Organization Name			
Contact Person			
Address		Phone	
		Fax	
Website		Email	
Federal ID No.		VT Business No.	
Fiscal Year		Type of Applicant*	

**Select only one: Nonprofit, School District, County, Government Corporation, Tribal Government, For-profit, City/Town, State, Special or Regional Authority, State P & A Agency, University Center, or Other*

Project Name			
Description			
Start Date		End Date	

Budget Summary (transfer totals from last page)

Total Project (100%)	Amount from VTDDC (75%)	Your Match (at least 25%)
Who will act as financial agent?		

I certify that the information in this application is true and accurate and that the applicant will comply with federal, state and agency requirements.

Name & Title **Date**

2. PROJECT NARRATIVE QUESTIONS

Please review the instructions for details about what you need to include in your answers.

2.1. Provide a *one paragraph* summary that clearly states the project's goal.

2.2. Describe your organization's qualifications to implement the proposed project.

2.3 a) What is the problem, issue or concern that the project will work on?

b) What is the connection between the project and VTDDC's State Plan Goals and Objectives?

c) Describe each activity you are asking VTDDC to pay for.

d) How will you know that the activities are getting you to the Goal?

e) What role will people with developmental disabilities have?

2.4 a) How will the project benefit people with developmental disabilities over time?

b) What do you expect to happen to the project after VTDDC's funding ends?

3. PROJECT BUDGET PLAN

BUDGET SUMMARY SECTION (Fill in from budget details below)

Category	Project Costs 100%	Council Funds 75%	Matching Funds* 25%
1. Staff			
2. Consultant(s)			
3. Travel			
4. Supplies/Publications			
5. Direct Costs			
6. Indirect Costs			
(transfer to page 1) TOTALS			

Add rows as needed

* Matching funds of at least 25% of the total costs are required.