



Please use this checklist as a guide and easy reference as you prepare to submit your grant application. Your application can be mailed, emailed or hand delivered.

Make sure your submission includes:

- Project Title
- Project Timeline
- Project Lead
- List of collaborative partners (3 or more required. Partners may include local nonprofits, public institutions, civic groups, neighborhoods, or multiple residents.)
- Geographic Area Impacted
- A one to two-page description of the project that includes how your project meets one or more of the following objectives, listed in the Make More Happen guidelines.
 - Demonstrates a strong focus on community-driven, collaborative problem-solving solutions and approaches spearheaded by local citizens and stakeholders addressing neighborhood and community challenges in shared ways.
 - Develops innovative community breakthroughs addressing local needs and /or opportunities that have the potential for more effective and sustainable impact for the regions' citizens.
 - Creates opportunities for local stakeholders to convene diverse individuals and groups around shared passions that lead to impact within the region.
 - Demonstrates the possible through concrete actions by dedicated leaders partnering with other organizations to make a difference in neighborhoods and communities in the DRF service region.
- What will be the impact of your project? What will be different in your community or neighborhood if this is successful?
- Total amount requested (up to \$25,000)
- Matching funds and by whom (if any)
- Fiscal agent. (Note: If your organization does not have tax exempt status, a fiscal agent will be required. DRF can assist in this process.)
- Request relates to at least one of DRF's focus areas – Economic Transformation; Education Attainment; Health and Wellness; or Community Engagement
- Primary contact name, phone number and email