

## **Community Grant Application Guide**

Please use this application guide to create a complete community grant application in a Word document. Once completed, email your full application to Sydney Birdwell – [sbirdwell@twinlakes.net](mailto:sbirdwell@twinlakes.net) or you may mail your application to:

**Twin Lakes**

**Attn: Sydney Birdwell**

**P.O. Box 67 Gainesboro, TN 38562**

Twin Lakes will submit the application on your behalf. The application guide has the exact questions that will need to be answered. Applications must be submitted through Twin Lakes.

***\*This application will automatically be submitted for review for the 2024 Twin Lakes Difference Grant.***

The Twin Lakes Difference Grant Guidelines are as follows:

- Requested funding shall be awarded to one qualifying organization and/or entity per physical location, once every 3 years
- Qualifying organizations and/or entities shall only be a recipient of funding once per requested project
- Requested funding must be used for technology and/or broadband focused projects
- Grant does not award funding to individuals or for-profit businesses

The Twin Lakes Difference Grant recipients will be awarded in December.

### **Grantee Organization Information**

1. Organization Name:
  2. Mailing Address:
  3. Mailing Address City:
  4. Mailing Address State:
  5. Mailing Address Postal Code:
  6. Organization Phone Number:
  7. Organization Email Address:
  8. Organization's Point of Contact (First/Last Name):
  9. Point of Contact's Title:
  10. Point of Contact's Email Address:
  11. Point of Contact's Phone Number:
  12. Brief explanation of organization's history, goals, and objectives:
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13. Which category does your application fall under? Business and Economic Development, Community Development, Education or Telecommunications Applications

14. Provide a one-sentence executive summary of the project.
15. Identify the problem to be addressed and the needs to be met by the project.
16. Describe the goals and overall impact of the project.
17. Why is your organization the best to address the challenge? Are you working with other organizations in your community to complete the project?
18. What is the estimated number of people your project will affect?
19. What is the timeline for your project? (When will the project start and end? Please use MM/YYYY - MM/YYYY format.)
20. What is the end goal and how will you measure success?
21. Is the project sustainable? Will the project continue after year one? How?
22. Requested grant amount (grant amount maximum is \$5,000)?
23. How much is the total project? If the project is more than \$5,000, how will the project be fully funded?
24. Provide a budget for the project, outlining what the funds will be spent on with as much detail as possible (you will not be required to purchase identified materials if alternatives are identified that complete the task). List other financial contributors to the project or other financing sources or strategies that you are developing. **Please upload file for this question.**
25. Supporting Documentation Upload any additional supporting documents.