



PREPARING TO COMPLETE YOUR GRANT APPLICATION

Think through the following:

1. Program or Project Description: *Describe the program or project.*
2. What are your Program or Project Goals? Target audience? Estimated size of audience?
List the program or project goals and how they are aligned with the NAPEF mission.
3. Plan of Action including how the project will be promoted
List the activities and steps associated with the program or project that will be taken to accomplish the goals.
4. Timeline
Indicate the timeline including target date for completion of the program or project.
5. Product
Explain how this program or project will benefit parliamentarians, parliamentary organizations, and/or the parliamentary profession. Include for whom the program or project product is intended, how the product will be distributed, performed or accomplished, and the size of the target audience and/or recipients.
6. Funding Needed
State the amount requested from NAPEF for the program or project. List other sources of funding that have been received or for which the applicant has applied or will apply in the future. Speaker's travel expenses will be considered.
7. Application Submission
Submit to: Carl Silverman, at silverman@csslawllc.com