



## Grant Application Form

### Part I: Organization Information

Organization Name	
Business Address	
Organization Capacity  Please describe your organization's capacity to support you complete this project successfully.	

### Part II: Application Contact Information

Note: The primary contact will be responsible for grant administration and correspondence with the Recreational Therapy Foundation.

Name	
Role on this project	
Title	
Email Address	
Phone Number (Work)	
Phone Number (Mobile)	
Name	
Role on this project	
Title	
Email Address	
Phone Number (Work)	
Phone Number (Mobile)	

### Part III: Project Information

Project Name	
Project Start Date (mm/dd/yyyy)	
Project End Date (mm/dd/yyyy)	
Requested Amount	
Total Cost of the Project	
Project Summary Note: This information may be posted publicly. Summary should be no more than 150 words. It is recommended that you begin with, “This project will...” and state the top three project outcomes.	
Project Description  Note: In this section, please explain the purpose of your project, the project objectives, your target population, where the project will take place, and how this project will contribute to the field. What are you trying to accomplish? Is your project sustainable, meaning, will there be benefits to the community after the project has ended? How do you plan to disseminate your findings? <b>You can attach a separate document. The page limit is 3 pages with single spacing, font size 12</b>	

**Part IV: Project Work Plan**

Note: If you have any additional information or need more room, please utilize the box below the table.

Project Objectives	Activities	Estimated Timeline	Responsible Party	Performance Indicators (Explain how you will measure achievements of each objective. Will you use any quantitative measurements? Will you collect any qualitative feedback?)

Additional Comments/Information

**Part V: Budget**

Note: If you have any additional information or need more room, please utilize the box below the table.

Items	Amount	Justification (Explain how each budget item is required to achieve the aims of the project and how the estimated costs in the budget were calculated.)

Additional Comments/Information:

**Part VI: Declaration and Signing**

The Applicant hereby certifies as follows:

- (a) the information provided in this application is true, correct and complete in every respect;
- (b) the Applicant understands any funding commitment will be provided by way of an approval letter signed by the representative of the Recreational Therapy Foundation and will be subject to any conditions included in such a letter. Conditions of funding may include the requirement for a funding agreement obligating the funding recipient to report on how the funding way spent and other accountability requirements;
- (c) the Applicant has read and understood the terms and conditions contained in the grant application guidelines.

By signing your name in this document, you agree to these conditions

Electronic Signature

Date