

# Project Assessment Form

## PURPOSE

The City of Livingston developed the Project Assessment Form to improve the evaluation process it uses to approve or deny the provision of grant development services, from City staff and/or consultants, to non-profit organizations (501c3 tax status) implementing community development projects. Grant development services include, but are not limited to: identifying potential sources of funding, writing applications, and managing funds.

## PROCESS

Project Assessment Forms are accepted year-round and reviewed by the City Grants Committee at its quarterly meetings in January, April, July, and October. Committee members review forms and evaluate the organization's and/or project's readiness to proceed in the grant development field. Upon review of the form, the City Grants Committee will mail a letter to the organization approving or denying the provision of grant development services. The letter will contain instructions for contacting City staff and/or consultants if the request is approved or will contain suggestions for improving the organization's and/or project's readiness to proceed if the request is denied. If denied support at first, the City Grants Committee encourages all organizations to implement the suggestions in the denial letter and submit a new Project Assessment Form—par for the course when doing work in the grant development field.

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Organization Name: \_\_\_\_\_ Tax ID Number: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Project Title: \_\_\_\_\_ Estimated Project Cost: \$ \_\_\_\_\_

On as many separate sheets as necessary, please provide a narrative that describes the (1) project's development to date and (2) organization's fundraising plan for the project.

### **(1) Project's Development to Date**

At minimum, please describe the project goals, need, timeline, budget, proposed location, on-going operations and maintenance plan, and partners. Be sure to include other documents as applicable, such as maps, brochures, and photographs.

### **(2) Organization's Fundraising Plan for the Project**

Please describe the funds and in-kind goods and services secured to date. In addition, please describe the funds and in-kind goods and services proposed to come from sources such as user fees, individuals, businesses, units of government, events, and grants. When presenting the fundraising plan, be sure the secured and proposed sources of funds/in-kind goods and services amount to the total cost of the project. Be sure to also include fundraising materials such as advertisements and direct mail pieces.

**Please complete and return the form and required narrative to:  
City of Livingston, Grants Committee, 414 East Callender Street, Livingston MT 59047**

**Thank you for supporting community development in Livingston, Montana!**