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| **Community Partnership Funds Non-Profit Literacy Grant Opportunity Proposal Form** |
| **Project Name:** |  |
| **Contact Name** |  |
| **Contact Organization** |  |
| **Contact e-mail; phone** |  |
| **Prior Year CPF Recipient**  | Yes/No: Amount: $ |
| **Prior Year DA Recipient** | Yes/No: Amount: $ |
| **Applicant Focus Area**  |  |
| **Funding Amount Requested:** |  |
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| **1. Describe how your agency and clients have been impacted by COVID-19 and how these funds will be targeted to mitigate that impact.** |
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| **2. In one sentence describe the primary goal of your project in light of COVID-19.** |
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| **3. List and describe the objectives that you will set in order to obtain your primary goal.**  |
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| **4. List and describe specific activities that you will perform to accomplish each secondary goal.**  |
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| **5. List and describe each outcome (related to COVID-19) that will be achieved as a result of this project and how each outcome will be measured for progress and/or success.** |
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| **6. Describe how CARES Act funds will help you meet needs directly resulting from COVID-19 and resulting precautionary measures.** |
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| **7. Explain how this project is achievable. 1) Very briefly describe your agency’s experience in the type of work this project proposes; 2) describe how you have worked with the Nashville Public Library; 3) in detail and most importantly describe the achievability of the project and use of funds by December 30, 2020.**  |
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| **8. Describe how you will monitor the project including the operations and budget. Include the name and position of the persons(s) with monitoring responsibility. Specifically describe how you will monitor (for purpose of future Audit) that funds 1) are only used only to assist those impacted by COVID-19 within CARES Act guidelines; 2) are only used for Davidson County Residents; 3) are only used for services provided between March 1, 2020 to December 30, 2020; 4) will be spent by December 30, 2020.** |
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| **9. Describe your proposal’s timeline to completion. How will funds be spent by December 30, 2020?** |
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