

# CHRISTMAS TREE PROMOTION BOARD PROJECT PROFILE TEMPLATE

Page size for the narrative must be 8.5 inches by 11 inches. The acceptable font size is 11 or 12 pitch with all margins at 1 inch. The following information must be included in each project profile.

**Name of Organization:**

**Address:**

**City, State, ZIP:**

**Employer Identification Number:**

**DUNS Number:**

**Project Lead:**

**Collaborating Organizations:**

**Telephone:**

**Email:**

## PROJECT TITLE

*Provide a descriptive project title in 15 words or less in the space below.*

## REQUESTED AMOUNT

## DURATION OF PROJECT & PROJECT TIMELINE

**Start Date:**

**End Date:**

## PROJECT SUMMARY

*Include a project summary of 250 words or less suitable for dissemination to the public. A Project Summary provides a very brief description of your project. A Project Summary includes:*

*The name of the applicant organization that, if awarded a grant, will establish an agreement or contractual relationship with the Christmas Tree Promotion Board*

- 1. A concise outline the project's outcome(s), and*
- 2. A description of the general tasks to be completed during the project period to fulfill this goal.*

## PROJECT PURPOSE AND BACKGROUND NARRATIVE

*Provide the specific issue, problem or need that the project will address. Provide a brief literature review of previous research relevant to project objectives and information to support the need for this project.*

## PROJECT METHODS

*Provide a brief description of methodology used to complete this project.*

## PROVIDE A LISTING OF THE OBJECTIVES THAT THIS PROJECT HOPES TO ACHIEVE

**Objective 1**

**Objective 2**

**Objective 3**

**Objective 4**

*Add other objectives as necessary*

## CONTINUATION PROJECT INFORMATION

*If your project is continuing the efforts of a previously funded CTPB project, address the following:*

DESCRIBE HOW THIS PROJECT WILL DIFFER FROM AND BUILD ON THE PREVIOUS EFFORTS

PROVIDE A SUMMARY (3 TO 5 SENTENCES) OF THE OUTCOMES OF THE PREVIOUS EFFORTS

PROVIDE LESSONS LEARNED ON POTENTIAL PROJECT IMPROVEMENTS

*What was previously learned from implementing this project, including potential improvements?*

*How are the lessons learned and improvements being incorporated into the project to make the ongoing project more effective and successful at meeting goals and outcomes?*

## IF YOUR PROJECT IS RECEIVING OR WILL POTENTIALLY RECEIVE FUNDS FROM ANOTHER GRANT PROGRAMS

**Identify the grant program(s).**

**Briefly describe how the CTPB project differs from or supplements the other grant program(s) efforts.**

## EXTERNAL PROJECT SUPPORT

*Describe the other stakeholders who support this project and why (other than the applicant and organizations involved in the project). Do not include letters of support in this section, they should be sent as a PDF with the application.*

## EXPECTED MEASURABLE OUTCOMES

## BUDGET SUMMARY AND NARRATIVE

### Summary:

*All expenses described in this Budget must be associated with expenses that will be covered by the CTPB. The CTPB does not pay indirect costs.*

*When completing the budget, please provide figures rounded to the nearest dollar.*

*If multi-year proposal, annual budget should be presented for each year.*

<b>Budget Summary</b>	
<b>Expense Category</b>	<b>Funds Requested</b>
<b>Personnel</b>	
<b>Fringe</b>	
<b>Travel</b>	
<b>Equipment</b>	
<b>Supplies</b>	
<b>Contractual</b>	
<b>Other</b>	
<b>Direct Costs Subtotal</b>	
<b>Total Costs</b>	

### Narrative:

*Include a time schedule of the major steps outlined in the proposal with a brief budget explanation and justification (for each budgetary line item).*

