

Minneapolis Black Business Week

Proposal Form

SECTION A – Applicant Information			
Business/ Organization name			
Website			
Primary Contact or Program Manager		Title	
Phone Number:		Email:	
Street Address			
City/State:		Zip Code:	

The contact person (entered below), on behalf of the above organization, hereby authorize the submittal of this application form in response to the Black Business Week NOFA.

Contact Person:

Date:

Section B- Organization’s Mission, Background and Performance

Provide a bio of your organization, describing its work and mission.

Provide the names and qualifications of the staff who will lead the work on your proposed activity.

Describe your prior experience coordinating and implementing projects similar to your proposed activity.

Describe your organization’s relationship with and connection to the communities involved in the proposed activities .

Section C – Proposed Activity			
Title:			
Location:			
Date:		Times:	
Number of Participants (estimate):			

Provide a description of your proposed activity.

Describe how you will promote your proposed activity.

Describe any non-monetary support requested from the City for your proposed activity (e.g. staff to speak and/or table at the event).

Section D - Budget

How much funding are you requesting for your proposed activity (maximum award is \$20,000)?

Provide a line-item budget of your proposed activity, accounting for all expenses including those proposed to be funded by the City.