Stand-Alone Leverage Projects

Narrative Questions

Applicant Information

|  |  |
| --- | --- |
| Lead Applicant |  |
| Jurisdiction |  |
| Proposal Name |  |

Project Details

|  |  |
| --- | --- |
| Project Number and Name |  |
| Project Lead Entity |  |
| Organization Type |  |

Instructions:

* For **each Leverage Project**, Applicants must complete of the following narrative questions and a project workbook.
* **Word counts** are listed for each question. Responses that exceed the word count limit will not be reviewed. Use the Word Count tool to check responses.
* **Maps, figures, and pictures** may also be included as part of the responses. Note that explanations and captions for any visual aids will still count towards the Word Count.
* **Formatting** such as bullet points (●, ○, Ø), lettering (a, b, c), or underline may be used to organize responses. Avoid excessive formatting so that responses are easy to read.
* **Naming conventions** for all Application materials have been provided in the TCC Round 5 Implementation Grant Application Instructions.

Checklist:

Use the checklist below to ensure all materials have been submitted for each Leverage Project.

Application Documents

**Narrative Questions** (this Word document)

**Leverage Project Workbook** (Excel document)

**Supporting Documentation** (e.g., funding commitment, photos, maps)

### Leverage Project Eligibility and Summary

1. Provide a summary of the leverage project. Include specific deliverables and outcomes. **(200 words)**
2. Describe how the project **(500 words)**:
   1. Was developed for and clearly integrated into the TCC Proposal;
   2. Is within the TCC Project Area, with work directed towards the purposes of the TCC Proposal; and
   3. Demonstrates that investment was initiated in anticipation of applying to the TCC Program.

### Capacity

1. Describe the Lead Entity’s experience implementing projects of similar size and scope, including previous experience, financial stability, and capacity to manage program or grant funds from multiple sources. **(100 words)**
2. Leverage Partners must be included in the overall TCC Proposal’s Collaborative Stakeholder Structure and signatories to the Partnership Agreement. Describe the Lead Entity’s collaboration with any project partners included in this application. Include partnerships, coalitions, or agreements with subcontractors. **(200 words)**
3. Is the Lead Entity subject to a board or council? If yes, please describe the board or council approval status and current status of this project **(100 words)**

### Project Design

1. Describe the design process for this project, including how the community’s needs were determined and how the project design addresses them. **(500 words)**

### Implementation

1. Describe any targeted outreach, education, or engagement activities that will encourage widespread use of the project. **(200 words)**
2. Describe any workforce development or contracting opportunities the project will provide for TCC Project Area residents or local businesses. For example, describe any targeted job training, work hours, or subcontracting plan. **(200 words)**
3. Leverage projects must be completed within the grant term. Describe the timeline and contingencies in place to ensure the project is completed within the proposed time frame and budget. **(200 words)**

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