PHASE 34 EMERGENCY FOOD AND SHELTER PROGRAM

Application & Request for Funds

All local organizations applying for funds must complete the entire application. **Incomplete submissions will not be reviewed. No late proposals will be accepted. No exceptions.**

APPLICATION SUMBISSION DEADLINE: September 15, 2017 5:00p.m. CST.

Submit your application to Kristie Fortmann-Doser via:

Email: [kristie@dvipiowa.org](mailto:kristie@dvipiowa.org)

Fax: 866-536-5641

Mail: DVIP, 1105 S. Gilbert Ct. Suite 300, Iowa City, Iowa 52240

(Applications may be emailed, faxed or mailed and must be received by the above date/time)

Agency Name:

Contact Person:

Address (including City, State, Zip Code):

Email: Telephone: Fax:

Federal ID: DUNS #:

Total Request $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please summarize your program request. All narrative submissions must be typewritten (12pt font) and should not exceed three pages.

1. Please provide a brief description of your organization.
2. Briefly describe emergency food and/or shelter services offered by your organization.
3. Describe how the funds for which you are applying will supplement or expand existing programs and services.
4. Please provide the total number of client services provided by your organization in your latest fiscal year. For instance, if you provide shelter services, how many nights of shelter did you provide? If you serve meals, how many meals did you provide? If you transport food, how may pounds of food did you deliver?

In addition to this document please submit the following:

* IRS 501c3 Determination Letter
* List of Board Members
* Most recent Audit or Financial Review