

# Sample Business Proposals



## DOH Federal Government Grant Proposal

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**APPLICATION  
FEDERAL ASSISTANCE**

1. TYPE OF SUBMISSION: Application Construction		Pre-application Construction		2. DATE SUBMITTED 00/00/0000		Applicant Identifier	
Non-Construction		Non-Construction		3. DATE RECEIVED BY STATE		State Application Identifier	
				4. DATE RECEIVED BY FEDERAL AGENCY		Federal Identifier: RH-20022	
5. APPLICANT INFORMATION							
Legal Name: Microbusiness & Housing Development Company				Organizational Unit: Non-profit Organization			
Address (give city, county, state, and zip code): 2222 Fort Lee Avenue, Redmond, WA 09852				Name and telephone number of the person to be contacted on matters involving this application (give area code) <b>John Smith, 000-000-0000</b>			
6. EMPLOYER IDENTIFICATION NUMBER (EIN):				7. TYPE OF APPLICANT: (enter appropriate letter in box)			
1	2	3	4	5	6	7	8
8. TYPE OF APPLICATION:				A. State B. County C. Municipal D. Township E. Interstate F. Inter-municipal G. Special District H. Independent School Dist. I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organization N. Other (Specify):			
New Continuation Revision If Revision, enter appropriate letter(s) in box(es): A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration Other (specify):				9. NAME OF FEDERAL AGENCY: HUD			
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:				11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT			
	1	4	2	5	0	Innovation Activities in Rural Housing & Economic Development	
12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc.): Arizona							
13. PROPOSED PROJECT:				14. CONGRESSIONAL DISTRICTS OF:			
Start Date 00/00/0000	Ending Date 00/00/0000	a. Applicant		b. Project			
15. ESTIMATED FUNDING:				16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?			
a. Federal	\$	.00		a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE NA			
b. Applicant	\$	.00		b. NO. PROGRAM IS NOT COVERED BY E.O. 12372 OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW			
c. State	\$	.00					
d. Local	\$	.00					
e. Other	\$	.00					
f. Program Income	\$	.00		17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?			
g. TOTAL	\$	.00		Yes If "Yes," attach an explanation.		No	

Disclaimer: This document is a **simulation** of an actual winning grant. It was created as a model to show our users how to apply Proposal Pack templates with federal grant applications. It should not be used as an application. Copy has been altered and mock-ups provided to explain content requested by the government.

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# Worksheet

## Federal Assistance Funding Matrix

The applicant must provide the funding matrix shown below, listing each program for which Federal funding is being requested, and complete the certifications.

Program*	Applicant Share	Federal Share	State Share	Local	Other	Program Income	Total
Rural Housing and Economic Development		\$400,000					
Grand Totals		\$400,000					

\* For FHIPs, show both initiative and component

<< For illustrations purposes, some actual proposal content was redacted from the original proposal. >>

Date 00/00/000

Processing and Control Unit, Room 7255  
Attention: Office of Rural Housing and Economic Development  
Office of Community Planning and Development  
Department of Housing and Urban Development  
451 Seventh Street, SW  
Washington, DC 20410

Subject: Rural Housing and Economic Development

Dear Mr. Horwath:

Microbusiness and Housing Development Company, a non-profit housing provider, is pleased to submit its proposal in response to the SuperNOFA regarding the Rural Housing and Economic Development Program.

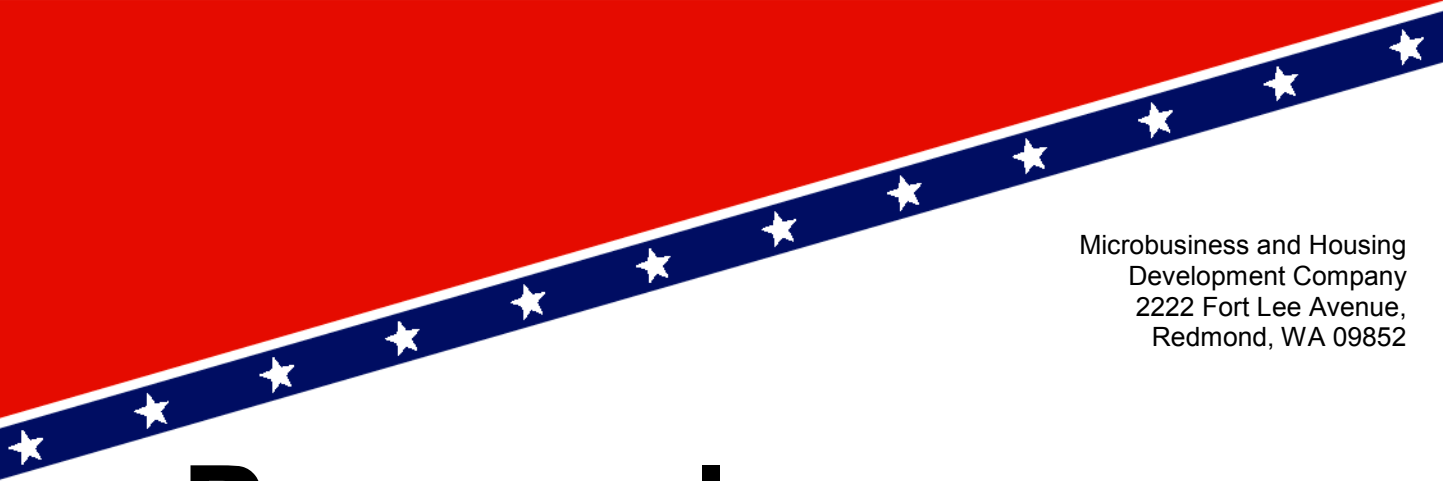
Last year our agency was awarded \$700,000 in RHED funds to establish a construction load to building housing for low income families in rural Arizona. The contract with HUD was signed in 2006. These monies leveraged other funding for our program. For example, we have received an additional \$500,000 from local organizations and committed it to the project. The first funding allowed us to build 50 housing units for low income families. The need is great in rural Arizona. Although the first award is for three years, we have been able to commit these funds very fast in response to a significant needs in our area. Therefore, we are submitting a second proposal to help us continue the work and other economic development activities.

The availability of Rural Housing and economic development funds has made a tremendous impact on rural areas in Arizona.

Please call me if there are any questions about this proposal. We look forward to hearing from you.

Sincerely,

John Smith  
Executive Director  
Housing Department



Microbusiness and Housing  
Development Company  
2222 Fort Lee Avenue,  
Redmond, WA 09852

# Proposal

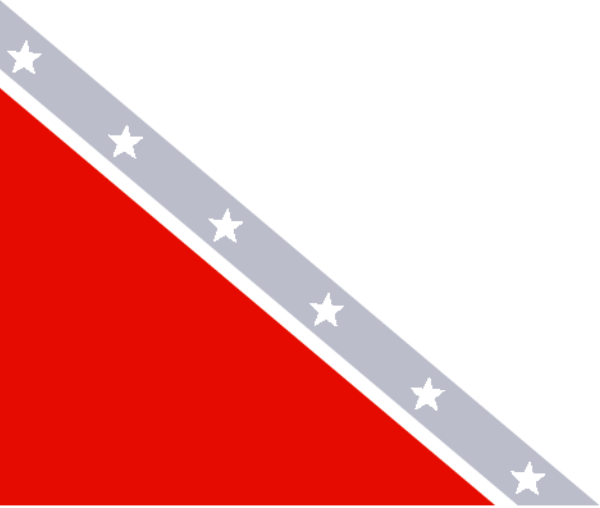
## Rural Housing and Economic Development

**Prepared for:** Sam Horwath  
Director

**Prepared by:** John Smith  
Executive Director

## Description

Microbusiness and Housing Development Company, a non-profit housing provider, is pleased to submit its proposal in response to the SuperNOFA regarding the Rural Housing and Economic Development Program.



# Worksheet

## Checklist of Forms and Certifications

Page Number

4	Transmittal Letter
2	Checklist and Submission Table of Contents
1	Standard Form for Application for Federal Assistance (SF-424)
8	Statement of Work, including summary and responses to factors for award
25	Budget in support of Rating Factor 3
23	Documentation of Funds/In-Kind Services pledged in support of Rating Factor 4
21	Required Certifications (signed)
21	Certification for a Drug-Free Workplace (HUD-50070)
21	Certification of Payments to Influence Federal Transactions (HUD-50071)
21	Disclosure of Lobbying Activities (SF-LLL)
21	Applicant/Recipient Disclosure/Update Report (HUD-2880)
21	Applicant Nondiscrimination Certifications
21	Certification Regarding Debarment and Suspension (HUD-2992)
	Acknowledgement of Application Receipt (HUD-2993)

For non- organizations, a copy of the IRS ruling providing tax-exempt status under section 501 of the IRS Code of



# S A M P L E

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