

## Kittitas County Developmental Disabilities Program

### 2019 Request for Kittitas County Courthouse Food and Beverage Services

#### APPLICANT INFORMATION

Name of Applicant Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Website: \_\_\_\_\_

Federal Tax Identification Number: \_\_\_\_\_

#### Type of Organization:

- Government
- Non-Profit
- For-Profit
- Other (please specify):

#### PROJECT CONTACTS

#### Name of Organization

Director: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Project Contact Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Fiscal Contact Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Name and Title of Authorized Representative:**

Acceptance of this application may be subject to subsequent compliance reviews, including a review of the latest audit of financial statement. Preparation of an application does not guarantee that applicants will receive funds. By signing this grant application form the undersigned certifies that all information is accurate to the best of his/her knowledge.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

**PROPOSAL DETAILS**

1. **Applicant Profile and Qualifications:** Tell us briefly about your organization including your mission, history, and years of experience providing food and beverage services and supervising employees(max. 250 words)

2. **Community Involvement:** Describe your agency's involvement within the local community. Identify current and historical community services including donations, events, or sponsorships in the community.(max. 250 words)
  
3. **Diversity:** Describe your agency's workplace diversity. Additionally, please list any applicable agency policies, development plans, or employee handbook information. (max. 250 words)
  
4. **Inclusivity:** Describe your agency's workplace inclusivity. Additionally, please list any applicable agency policies, development plans, or employee handbook information. (max 250 words)
  
5. **Project Description Summary:** Indicate how your proposed activities will meet the requirements of the Professional Services Agreement. (max. 500 words)
  
6. **Funding Utilization:** Describe how the funds will be used to support the proposed activities. For example, will the funds be used for staff time, supplies, consultants, travel, training, direct customer services, etc.? (max. 250 words)

7. **Sustainability:** Describe your agency's sustainable business practices and how your agency will ensure services beyond initial start-up funding. (max. 250 words)

8. **Additional Information:** Please list any additional pertinent information for your organization that has not been asked in the previous application questions. (max. 250 words)