# **TEMPLATE**

# **EXECUTIVE SUMMARY**

**Project Title:** *Descriptive title of the project*

**Project Grantee:** *Applicant’s legal name*

**Counties Served:** *Name and economic status (e.g., transitional, distressed) of each county in the service area*

**Basic Agency:** *Administering agency (construction projects only)*

**Goal/Strategy:** *Primary ARC goal and state strategy the project will address*

**Purpose:** *One-sentence statement describing the purpose of the proposed project*

**Funding:** *Amount Percent Source*

*ARC $ % Area Development, Distressed Counties*

*Federal $ % RD Grant*

*State $ % CDBG*

*Local $ % RD loan = $ grantee = $ .*

*Private $ % (Foundation grant; in-kind, etc.)*

*Total $ 100 %*

**Project Description:** *(one–two paragraphs maximum) Describe major activities to be conducted. The description should address who, what, when, where, and how for each major activity.*

**Strategic Rationale:** *(one paragraph maximum)*

*• Identify the problems and/or opportunities the project will address.*

*• Explain the critical circumstances that compel the project to be funded by ARC.*

*• Describe how the project supports a regional strategy or plan.*

*Collaborative Partnerships: (one paragraph maximum)*

*• Identify local, regional and/or state partnerships that will support the project.*

*Project Sustainability & Capacity: (one paragraph maximum)*

*• Describe your capacity to undertake the proposed activity by describing previous experience with a similar activity.*

*• Explain how the project will be sustainable once ARC support is no longer available.*

**Impact Measures:**

*• Identify quantifiable output and outcome measures, consistent with ARC guidance*

*(Include any leveraged private investment resulting from the project).*