PROPOSED SPONSOR PROJECT OUTLINE
Please mail this Project Outline, Checklist and attachments to:

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Division of Strategic Business Development
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Tallahassee, Florida 32399
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NAME OF AGENCY: ____________________________________________

NAME OF PROJECT: ____________________________________________

CONTACT PERSON: ____________________________________________

TITLE: ________________________________________________________

MAILING ADDRESS: ____________________________________________

PHONE: _______________ FAX: ______________________

E-MAIL: _______________________________________________________

TYPE OF PROPOSED PROJECT:

_____ Provide, construct, improve or substantially rehabilitate:

______   Housing;

______   Homeownership Opportunities;

______   All Other Housing

______ Commercial resources and facilities;

______ Industrial resources and facilities; or

______ Public resources and facilities.

_____ Improve entrepreneurial & job development opportunities for low-income persons.

_____ Increase access to high-speed broadband capability in rural communities with an EZ

PROJECT LOCATION:

_____ Florida Enterprise Zone

_____ Front Porch Community

_____ Housing for Low-Income Persons (Enterprise Zone location)

_____ Housing for Low-Income Persons (non Enterprise Zone location)
# PROJECT PROPOSAL CHECKLIST

## I. SPONSOR ELIGIBILITY DOCUMENTATION

The sponsor must submit documentation of eligibility (if available):
- a copy of the organization’s Articles of Incorporation,  
- a copy of the organization’s By-Laws, or  
- a copy of Division of Corporation’s Registration Certificate, or  
- a copy of the Internal Revenue Service eligibility letter, or  
- or other documentation of sponsor eligibility.

These items should include effective dates and all appropriate signatures.

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<tr>
<th>Articles of Incorporation</th>
<th>By-Laws</th>
<th>Dept. of State Letter</th>
<th>IRS Letter</th>
<th>Other</th>
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## II. PROJECT NARRATIVE

The sponsor must submit a project narrative (usually 1 – 2 pages, although any length is acceptable) that briefly and clearly:

A. Describes the eligible project;  
B. Lists the types of donations sought;  
C. Identifies the uses for donations;  
D. Estimates the total project cost;  
E. Estimates the number of jobs (if applicable); and  
F. Estimates the completion date of the project.

## III. DOCUMENTATION OF AREA ELIGIBILITY

The sponsor of a “community development” project must submit documentation that the proposed project is located within a state designated Enterprise Zone or Front Porch Community (a letter from an EZDA Coordinator or Front Porch Community Liaison or a map with project location highlighted will be acceptable).

Please note: projects designed to provide housing for low-income persons are not required to be located within an Enterprise Zone.

### EZDA Letter  
### Front Porch Letter  
### Map  
### Housing: Not Applicable

## IV. LOCAL GOVERNMENT RESOLUTION

The sponsor must submit a certified copy of a resolution from a local government (where the project is located) stating that the proposed project is “consistent with local plans and regulations (including comprehensive plans)”.

Resolution