



2010 CENSUS: **IT'S IN OUR HANDS**

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# Complete Count Committee SUPPORT PROGRAM

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## APPLICATION PACKAGE

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Chicago Regional Census Center  
500 West Madison, Suite 1600  
Chicago, Illinois 60563  
312.454.2770

United States®  
**Census**  
**2010**



**Complete Count Committee Support Program  
Funding Request  
U.S. Census Bureau, Chicago Regional Census Center**

Dear 2010 Census Complete Count Committee:

Thank you for your commitment to develop a Complete Count Committee to assist in ensuring that the entire Chicago Region has a successful and accurate census count for the 2010 Census. The activities you have performed thus far in support of the 2010 Census have been a tremendous asset in achieving our mission to count everyone successfully. As we draw closer to Census Day April 1, 2010, we encourage all of our Complete Count Committees to increase their outreach efforts.

To that end, Congress has allotted funds in support of census outreach and promotion efforts with 2010 Complete Count Committees. This program is called the Complete Count Committee Support Program, created to help support efforts to promote awareness of the upcoming census in your local jurisdictions. The program is further designed to support outreach activities that are part of an existing, productive complete count committee. The objective of this program is to support outreach initiatives, which have already been planned by existing 2010 Complete Count Committees.

We encourage you to seek support for your 2010 Census promotional program(s) by completing and returning the enclosed Complete Count Committee Support Program request form. The deadline for submitting requests is June 15, 2009. Attached are instructions for submitting complete proposals along with a checklist which should be enclosed with your proposals. Requests must be a minimum of \$500 and must not exceed \$3,000.00 (inclusive of all additional cost such as set up charges, shipping & handling charges). Please note that the program is not designed for the following items: (1) make direct payment to Complete Count Co, (2) purchasing advertising, (3) the purchase of goods or services with a useful life beyond the 2010 Census time span, or (4) pay for items with a commercial organization's name on it.

When you submit your request, you must include three price quotes from the vendor(s) you intend to use. We encourage the use of local vendors, and vendors should be able to accept credit card approval for payment. Please use the enclosed form to prepare your Complete Count Committee Support Program request. Proposals can either be mailed or emailed to the address provided.

Please be advised, that funds allocated for the Program are limited and must be exhausted no later than August 1, 2009. Additionally, due to such a high demand for support, all proposals will be granted based on criteria which will include any census awareness activities, both past and/or current, the ability to demonstrate that activities will be underway and/or concluded based upon schedules presented and clearly defined goals and objectives for each activity.

**Additionally, the proposal must reflect that activities/materials will target communities where there is a substantial need to raise awareness regarding the importance of the census. All materials purchased under the program for events must be utilized and/or disseminated no later than January 2010. Please Note that this is a one-time request for assistance under the Complete Count Committee Support Program.**

Questions regarding these guidelines can be directed to your assigned Partnership Specialist in your area or to any Partnership Coordinator in the Chicago Regional Center at 312-454-2700.

Thank you for your prompt response to this "2009 Complete Count Committee Support Program" opportunity. We greatly appreciate your many local efforts in support of a successful 2010 Census in your area.

Sincerely,

**Stanley D. Moore**  
**Regional Director**



Complete Count Committee Support Program  
Funding Request  
U.S. Census Bureau, Chicago Regional Census Center

<b>Name of Complete Count Committee Organization:</b>			
<b>Address:</b>			
<b>City</b>	<b>State</b>	<b>County</b>	<b>Zip</b>
<b>Web Site:</b>			
<b>Business Phone:</b>		<b>Business Fax:</b>	
<b>Contact Person:</b>			<b>Title:</b>
<b>Day Phone:</b>			<b>Evening Phone:</b>
<b>Email Address:</b>			
<b>Partnership Specialist:</b>			

<b>Vendor Name:</b>			
<b>Address:</b>			
<b>City:</b>	<b>State:</b>	<b>County:</b>	<b>Zip:</b>
<b>Email:</b>		<b>Phone:</b>	<b>Fax:</b>
<b>Contact Person</b>			<b>Title:</b>

Please include a copy of the quote from 3 vendors with your funding request

## Activity Details

<b>Date:</b>	<b>Time:</b>
<b>Location of Activity</b>	
<b>Number Of People To Be Reached:</b>	
<b>Describe The Demographic Reached:</b> Males, Females, Children, Young Adults 19-35, Seniors 56+ Persons with Functional Limitations, Minorities (Specify), Homeless, ETC....	
<b>Item(s) &amp; Quantity To Be Purchased:</b>	
<b>Amount Requested</b>	

# ELIGIBILITY – COMPLETE COUNT COMMITTEE’S PARTNER SUPPORT PROGRAM PROOF OF COMMITMENT TO 2010 CENSUS

Please list details (dates, quantities, photocopies) of activities proving your organization’s commitment to the 2010 Census. Examples include: copies of a proclamation, resolution, letter of appointed liaison, partnership agreement, letter of support, articles published in Complete Count Committee’s newsletter, information on Complete Count Committee’s Web site, evidence (sample/photo) that you have produced “Area Specific” promotional items or logo, proof of donations of newspaper advertising or media air time, proof of commitment to allow the Census Bureau to use free space for meetings, training or testing.

Please check off the past activities in which your organization has been involved to help increase awareness about the 2010 Census. If not listed, please provide a description of your prior commitment activities in the space provided.

**To Receive Full Consideration, Proof Of The Activities Checked Off Must Be Attached.**

- ◇ Our organization adopted a proclamation / resolution supporting 2010 Census
- ◇ Our organization designated a member to be a Census Liaison
- ◇ Our organization printed information or articles about 2010 Census in our Newsletter or Web Site
- ◇ Our organization paid for promotional items for the 2010 Census
- ◇ Our organization donated advertising space or airtime for the 2010 Census
- ◇ Our organization donated the use of free space for meetings, training or testing
- ◇ Our organization made a 2010 Census Complete Count Committee Support Program donation in the form of an Exhibit booth
- ◇ Our organization had a presentation made one of our meetings about 2010 Census
- ◇ Our organization helped put up posters or pass out flyers about 2010 Census

Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## PROJECT REQUIREMENTS

Describe the project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Specify the measurable objectives of the project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Specify the 2010 Census component of your project and explain its relevance to the Census mission. How will the proposed project encourage the targeted audience to fill out and mail back their questionnaire?

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If you are collaborating with another group(s), define each organization's role.

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Provide project time line.

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**By affixing my signature, I certify that:**

1. All information contained in this request is correct.
2. I have reviewed this proposal with the members of my organization, group and/or Complete Count Committee.
3. This submission contains the following:
  - Proof of Commitment
  - Sample, photo, and/or draft text of item(s) being requested
  - Vendor's names, address, phone numbers, and price quotes
  - The Recommended vendor accepts credit cards as payment.
  - The anticipated completion date of this project.

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Signature & Title

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Date

Send Request To: Complete Count Committee Support Program, U.S. Census Bureau, Chicago Regional Census Center – 500 West Madison, Suite 1600 – Chicago, IL 60563 Phone 312.454.2770 – Fax 312.454.2789