

## **NeedyMeds Incentive Grant Application Instructions**

The Needy Meds Incentive Grant application has two required parts:

**An application cover letter** signed by the individual who will be directly responsible for administering the grant proposal

**AND**

**A completed NeedyMeds Incentive Grant application form. Both parts must be submitted.**

### **Application cover letter instructions:**

In three or four paragraphs, on letterhead\*, succinctly describe your program:

- Mission
- Governance
- Target population and eligibility criteria
- Number of persons currently served
- Sources of financial support
- Describe how PAPERxTracker will help you to increase the number of PAP participants you serve
- Describe how you will you identify funding to continue electronic PAP software

### **NeedyMeds Incentive Grant Application form instructions:**

- Application form must be complete
- Application form must be signed by the individual responsible for administering the grant proposal
- Cover letters and applications must be submitted via e-mail or fax
  - E-mail applications to [incentivegrant@needymeds.com](mailto:incentivegrant@needymeds.com) **or**
  - Fax to *Incentive Grants* at (207) 433-1036
- Applicants will be notified of funding decision no later than 30 days after date of submission

\* Letterhead of your agency, organization or sponsor