**Office of Grants Development and Compliance  
  
Funding Opportunity**

**Preliminary Briefing Sheet**

1. **Due Date:**
2. **Eligible Applicants:**
3. **Source of Funds:**
4. **Purpose:**
5. **Program Description:**
6. **Available Funds:**
7. **Estimated Range of Awards:**
8. **Estimated Average Size of Awards:**
9. **Estimated Number of Awards:**
10. **Project Period:**
11. **Length of Narrative:**
12. **Number of Copies:**
13. **Single Point-of-Contact:**
14. **Other Pertinent Information: (e.g., match requirement, past awards, other requirements)**