

## Full Grant Proposal Requirements

*The Foundation will invite some grantseekers that have submitted letters of inquiry to submit a full grant proposal, which consists of a narrative plus various attachments. Two (2) complete copies of the proposal narrative and all attachments must be postmarked or delivered to the Foundation office by the deadline date of February 13 or September 25. The Foundation requests no binders, plastic sleeves, or special presentation formats.*

### **Narrative**

Please use the following outline as a guide to your brief proposal narrative. Excluding the cover letter, the narrative should generally not exceed four single-spaced typed pages.

- I. Cover Letter
  - A. Brief summary of grant purpose.
  - B. Signature of CEO or board chair indicating authorization to submit proposal.
- II. Organization Information
  - A. Brief summary of organization history, mission, and goals.
  - B. Brief description of organization's current programs, activities, and accomplishments.
  - C. The organization's relationship with other organizations working with similar missions. What is the organization's role relative to these other organizations?
  - D. Number of board members, paid staff (full-time and part-time) and volunteers.
- III. Purpose of Grant
  - A. The opportunity, challenges, issues or need that the grant will address.
  - B. Project or grant goals and measurable objectives. Description of activities planned to address goals.
  - C. Description of target population to be served (including numbers) and how they will benefit.
  - D. Timetable for implementation.
  - E. Other organizations, if any, participating in the project.
  - F. Plans for ongoing funding after the grant.

### **Attachments**

Please include the following attachments (whenever possible should be on plain paper with no folders or special presentation formats).

- I. Finances
  - A. Financial statement from most recently completed fiscal year, audited if available, showing actual expenses. This information should include a balance sheet, a statement of activities (or statement of income and expenses), and functional expenses.
  - B. Organization's most recent Form 990 tax return.
  - C. Organization's budget for current year, including income and expenses.
  - D. Project budget, including income and expenses (if not a general operating proposal).
  - E. Additional funders. List names of corporations and foundations from which you are requesting funds for this project, with dollar amounts, indicating which sources are committed or pending.
- II. List of board members and their affiliations.
- III. If using a fiscal sponsor, include Fiscal Sponsor Information Form and related attachments.

### **Please Submit Two Full Copies of All Materials**

*Revised 11/21/2011*