



Please provide the following information:

COVER SHEET ON LETTERHEAD (SEPARATE SHEET)

Date

Name of organization (exact legal name)

Address

Executive Director

Contact Person (if other than Executive Director)

Telephone(s)

Email address(es)

Website

Total Organization budget and dates covered

GRANT PROPOSAL

This should be 3–5 pages (We encourage applicants to focus on clarity and brevity)

I. Executive Summary (Separate sheet)

Please summarize the purpose of the request for funding. Briefly explain why your organization is requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if the grant is made. This should be on a separate page, included within the 3-5 pages.

II. Narrative

A. Background

- a. Brief description of mission and history (1 paragraph)
- b. Need your organization addresses and how it differs from others that are similar (1 paragraph)

B. Funding Request

- a. Describe why you are seeking funding
 - i. Primary purpose of organization/program and need addressed
 - ii. Population served
 - iii. Strategies employed
 - iv. Staff

C. Budgets (separate sheet)

Aligned side by side, organization's operating income and expense budgets for the current and most recent completed fiscal year.

D. Evaluation

What outcomes are you trying to achieve? How do you measure those outcomes?

Attachments

- A. Most recent fiscal year end statements, audited if possible.
- B. List of board of directors and their affiliations
- C. 501(c)(3) letter from IRS
- D. No more than three examples of articles, newsletter, evaluations regarding your organization.