

I. Proposal Cover Sheet

II. Organizational Information [Sections II and III combined are not to exceed 5 pages]

1. Brief Summary of Organization's history and mission.
2. Description of current programs, activities, service statistics and strengths/accomplishments (highlighting the past year), including what makes your organization unique.

III. Purpose of Grant

Whether applying for general operating support or for a specific project or program grant, please provide the following information:

Needs and Capabilities

- The situation—opportunity, problem, issue, need, and the community—that your proposal addresses, and how that need was determined.

Goals and Activities

- Your goals and objectives.
- Specific, measurable activities to accomplish these objectives.
- Who will carry out those activities (if this is a collaboration, briefly describe the partners).
- Timeline in which all of this will take place, with specific start/end dates.
- If applying for technology, what is your plan for managing the technology? (Include backup/maintenance, potential for growth/upgrades, staff training, use of consultants, etc.)

Impact of Activities

- How the proposed activities will impact the designated community or population.
- How you will measure the results, and how the results will be used, disseminated, or publicized.
- How you plan to sustain the project after the funding period has expired.

IV. Attachments

- **Tax Letter:** Copy of the organization's letter from the Internal Revenue Service (IRS) stating its tax-exempt status (501)(c)(3).
- **Fiscal Sponsor:** If the organization is using a fiscal sponsor, please provide all the information listed on this page. In addition, provide the following information for the organization that will have responsibility as fiscal sponsor for the grant: written agreement from sponsor organization; sponsor organization's most recent financial audit, list of board of directors and IRS letter. Please provide the name of the sponsor organization's contact person, title, street address, e-mail address, and phone number.
- **Current Fiscal Year Operating Budget:** A budget that details revenue and expenses for the fiscal year in which you are seeking grant support. If you are applying for support for a specific project, also include a project budget (income and expenses).
- **Prior Fiscal Year Audited Financial Statement:** An audited financial statement for the fiscal year prior to the year in which you are seeking grant support. If the audited financial statement for that year is not available, please submit your Form 990 for that fiscal year. If your 990 is not available for that year, submit an internal balance sheet and income and expense statement for that fiscal year.
- **Prior Year Sources of Support:** A list of sources of support received in the fiscal year prior to the fiscal year in which you are seeking grant support. Please list individual corporations, foundations, and any government agency sources of revenue along with the actual amounts received from each source.
- **Board of Directors List:** A current list of board members and affiliations.

V. Other Supporting Materials

- Latest annual report or summary of the organization's prior year activities.
- One paragraph description of key staff, including qualifications relevant to this request.
- Letters of agreement from any collaborating agencies, if applicable.
- Recent reviews or articles, if available.

Did You Include...

- A completed Proposal Cover Summary with contact information?
- A completed Grant Proposal Narrative not exceeding five (5) typed pages (excluding attachments)?
- A copy of the IRS letter confirming your organization's 501(c)(3) status?
- An itemized operating budget for the fiscal year in which you are seeking grant support?
- An itemized budget, listing income and expenses, for this specific project?
- Prior fiscal year audited financial statement, 990, or internal balance sheet and income and expense statement?
- List of prior fiscal year sources of support?
- Current Board list and affiliations?
- Your organization's latest annual report or summary of the prior year's activities?
- One paragraph descriptions of key staff and their relevant qualifications?
- Letters of agreement from any collaborating agencies (if applicable), or recent reviews or articles (if relevant)?