

Grant Proposal Format

I. PROPOSAL SUMMARY: one-half page, maximum

Please summarize in a short paragraph the purpose of your agency. Then briefly explain why your agency is requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if a grant is made.

II. NARRATIVE: five pages, maximum

1. **Background**—Describe the work of your agency, addressing each of the following:
 - a. A brief description of its history and mission.
 - b. The need or problem that your organization works to address, and the population that your agency serves, including geographic location, socio-economic status, race, ethnicity, gender, sexual orientation, age, physical ability and language.
 - c. Current programs and accomplishments. Please emphasize the achievements of the recent past.
 - d. Number of paid full-time staff; number of paid part-time staff; number of volunteers.
 - e. Your organization's relationships — both formal and informal — with other organizations working to meet the same needs or providing similar services.
 - f. Please explain how you differ from these other agencies.
2. **Funding Request**—Please describe the program for which you seek funding. If your request is for a *specific project*, please explain the project including:
 - a. A statement of its primary purpose and the need or problem that you are seeking to address.
 - b. The population that you plan to serve and how this population will benefit from the project.
 - c. Strategies that you will employ to implement your project.
 - d. The proposed staffing pattern for the project, and the names and titles of the individuals who will direct the project.
 - e. Anticipated length of the project.
 - f. How the project contributes to your organization's overall mission.
 - g. How this project provides opportunities for advancing the Gospel.
3. **Evaluation**—Please explain how you will measure the effectiveness of your activities. Describe your criteria for a successful program and the results you expect to have achieved by the end of the funding period.

ATTACHMENTS

1. **Financial Information**—Please provide the dates that each document covers.
 - a. FOR **AGENCIES**:
 - i. Your **MOST RECENT FINANCIAL STATEMENT**, audited if available. This statement should reflect *actual* expenditures and funds received during your most recent fiscal year.
 - ii. Your **OPERATING EXPENSE BUDGETS** for the current and most recent fiscal year.
 - iii. Please list the foundations, corporations, and other **SOURCES** that you are **SOLICITING FOR FUNDING** and, to the best of your knowledge, the **STATUS OF YOUR PROPOSAL** with each.
 - b. If **PROJECT** funding is requested:
 - i. A **CURRENT EXPENSE BUDGET FOR THE PROJECT**. List each staff line separately and include percentage of time spent on project. Indicate the specific uses of the requested grant, if possible.
 - ii. A list of all **SOURCES OF INCOME** toward the project, actual and prospective with amounts.

Other Supporting Materials

1. A list of your Board of Directors.
2. A copy of your most recent IRS letter indicating your agency's tax-exempt status, or, if not available, an explanation.
3. One-paragraph resumes of key staff, including qualifications relevant to the specific request.