

GENERIC GRANT PROPOSAL CONTENTS

Presented by Alma Aguirre MASCAT Consultants

Part I: Summary Sheet: Provided by the Foundation Sample Cover sheet may include:

Organization Name:

Tax exempt status:

Year organization was founded:

Date of application:

Address:

Telephone number:

Director:

Fax number:

Contact person and title (if not director):

Grant request: Period grant will cover:

Type of request (general support, start-up, technical assistance, etc.):

Project title (if project funding is requested):

Total project budget (if request is for other than general support):

Total organizational budget (current year):

Starting date of fiscal year:

Summarize the organization's mission (two to three sentences):

Summary of project or grant request (two to three sentences):

Part II: Narrative

Section A: Executive Summary

Please provide a one-page Executive Summary of the project.

Section B: Agency Information

- 1: Agency History
- 2: Current Programs
- 3: Organization Staffing
- 4: Board of Directors
- 5: Program Volunteers

Section C: Field Information

- 1: Similar Services and Collaborations
- 2: Identifications of Gaps in Services to Target Population
- 3: Identification of Best Practices

Section D: Information about Proposed Facilities (Capital Campaign)

- 1: Broad Capital Campaign
- 2: Fund Raising Strategies
- 3: Timing is Critical
- 4: Estimated Costs of Facility Construction
- 5: Costs of Operating and Maintaining Facilities
- 6: Time Line for Facility Construction
- 7: Management of Facility Construction

Section E: Current Programs

1: Statement of issue, problem or need

2: Relation to Foundation Goals

Target Population

- 3: Population Program will Benefit
- 4: Selection, Admission and Eligibility Criteria

Program and Evaluation

- 5: Program Narrative and Time Line
- 6: Program Goals (Table 1 Project Outlines)
- 7: Benefit of Activities to Community
- 8: Plan for Evaluation (Table 2)

Section F: Collaboration for Proposed Project

- 1: Involvement of Constituents
- 2: Program Collaborations
- 3: Grant funds to be paid to collaborators

Section G: Staffing for Proposed Project

Section H: Mission Information

- 1: Mission Statement
- 2: How Project Fits Mission

Section I: Budget for project

- 1: Budget Forms
- 2: Budget Narrative

Section J: Current Year's Budget for Organization

Section K: Historical Financial Information (past two years)

Explanation for variance between historical information

Requested and that submitted if any

Section L: Attachments

- 1. IRS Determination Letter indicating 501(c)(3) tax-exempt status
- 2. Copy of the most recently available interim financial statements.
- **3.** Copy of the most recent audited financial statements together with the auditor's report.
- 4. Copy of most recently filed IRS Form 990.
- **5.** List of Board of Directors. Please include name, number of years on board, committee assignment, ethnicity, and gender. Please indicate the officers and include their addresses and phone numbers.
- 6. Organizational charts, including board, staff and volunteers.
- 7. Most recent strategic plan
- **8.** Examples of surveys/questionnaires to be used for evaluation of this project
- 9. Letters of Support from collaborating partners.
- **10.** List of the names and phone numbers of those responsible for preparing this application
- **11.** List of the sources or references for any statistics, research studies or reports that you have quoted or referenced in this proposal.
- **12.** Copies of brochures, flyers, newsletters that reflect the proposed project mission and goals.

© Copyright, Alma Aguirre, MASCAT Consultants, 2005.