

NEW PROPOSAL SUMMARY QUESTIONS

1. Mission Statement of Organization (max 200 words)
2. Project/Program Title
3. Purpose of Grant
4. Request Amount
5. Total Project/Program Budget
6. Total Annual Organization Budget
7. Fiscal Year End (month, year)
8. Project/Program Start Date
9. Project/Program End Date

PROGRAM QUESTIONS

1. What is the need or problem that your organization addresses? Who will benefit from your efforts? How? (Max 400 words)
2. Describe the proposed program or need for funding. How many participants will it serve? (Max 400 words)
3. How does this grant request fit into your strategic plan? (Do not exceed 200 words)
4. List specific program goals, measurable objectives and expected outcomes. How will you measure your success? (Max 400 words)
5. Who will be responsible for the management of this grant? What are his/her qualifications? (Max 100 words)
6. How will volunteers be used to accomplish your objectives? Do you have a director of volunteer services on your staff? (Max 100 words)
7. Are you collaborating with any other organizations on this program? (Max 100 words)

FUNDING FOR THE PROJECT

1. What are your plans for ongoing sources of support? (Max 50 words)

FUNDING FOR THE ORGANIZATION

1. What are the sources of the funding you receive? (Please provide a breakdown: i.e., donations, state grants, federal grants, individuals, etc.) (Max 50 words)
2. Please supply list of the principal donors (both individuals and foundations) who are currently supporting your agency. (Max 100 words)
3. What percentage of your board members makes a financial contribution to the organization and what was the aggregate amount contributed by the board during the most recently completed fiscal year? (Max 50 words)
4. Do you have current debt and what plan do you have to reduce and/or retire the debt? (Max 50 words)

OTHER

1. Is your organization involved in any lawsuits? If so, please explain the basis of the litigation and its anticipated course. (Max 50 words)

DOCUMENTS TO UPLOAD

1. Year-to-date Balance Sheet and Income Statement
2. Most recent complete-year financials (audited, if available)
3. Current year operating budget
4. Current list of Board of Directors
5. Program Budget (if applicable) *Downloadable form – see website*
6. Visual Material (reports, pictures, videos , etc.) This is optional. If none exist, please do not make a special production for this application

PROGRAM INFORMATION			
Organization Name:		Program Budget:	\$
Program Name:		Amount Requested:	\$

ITEMIZED PROGRAM EXPENSES <i>(please add additional sheets if necessary)</i>	
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total Costs (A)	\$

FUNDS CURRENTLY COMMITTED FOR PROGRAM	
Government	\$
Corporations	\$
Foundations	\$
Individuals	\$
Trustees/Directors	\$
Other (Earned income, special events, membership, subscriptions, etc.)	\$
Total Funds Available (B)	\$
Balance Required (A minus B)	\$

Please tell us what other sources of potential major gifts you are approaching for this program:

NAME	TYPE (foundation, corporation, individual)	AMOUNT REQUESTED
		\$
		\$
		\$
		\$
		\$

If you are not approaching other sources of major gifts, please explain: