PROPOSAL REQUIREMENTS

If you are selected to submit a full proposal, you will be requested to provide the following documents:

1) Organizational Summary/Overview: (if applicable) include mission, vision, values, and history of organization
   a) Attach additional information, including current programs and awards/accomplishments, if relevant
2) Detailed narrative description of the program to be funded including:
   a) Detailed description of the target population.
   b) Statement of need and project objectives - Data and research to identify that the target population is in need and how the proposed program will meet those needs.
   c) Program design and timeline - Summarize the design of the program, including the program components, and how the program will meet its stated objectives.
   d) Description of current collaborations with other agencies or organizations - Data, techniques and ideas taken from other agencies, both direct and indirect collaboration that went into the development of the program.
   e) Community support - Discuss use of volunteers to achieve program's objectives and other methods of community support.
   f) Statement of project sustainability - The organization's plan for securing funding to continue the project. If you have a commitment from a matching or future funding source, include a letter of intent. If you have a plan for replicating the project, include a statement on how it would be funded and implemented.
   g) Project site - (if applicable) Information and description on the site where program will be delivered.
3) Projected budget for 3 year grant period including detailed information on earned and contributed revenue, direct and indirect expenses, justification of budget, and maintenance of financial records for the project.
4) Description of program evaluation - The application must include a comprehensive evaluation plan to measure the project's effectiveness in achieving its stated objectives. Data-driven outcome or impact measurements should be provided for each objective described in the detailed program narrative.
5) Annual report for prior 3 years, independent audit report (if available), copy of Form 990, and annual organization budget for the prior two years.
6) Short bios of key personnel. List of board members.

Failure to adhere to the application guidelines will result in delayed processing or refusal of the application.