

# Grant Proposal Format

## Instructions

After submitting a Letter of Inquiry (LOI) and receiving approval to submit a proposal, please use the following proposal format.

You are strongly encouraged to refer to the **Guide to the ABAG Grant Proposal Format** which is located on our website for detailed instructions, guidance, and tips from grantmakers themselves. The Guide compliments the format outline below.

A complete proposal includes a cover letter, proposal narrative, budget and budget narrative, and attachments. Proposals should be written in 12 point font, single-spaced with one inch margins. Proposals may be submitted either electronically or regular mail.

## Cover Letter

Provide a one page cover letter on letterhead signed by the chief executive, or most senior program staff person responsible for the grant activity. The cover letter should include:

- Name of the organization and project (if applicable)
- Dollar amount requested
- Time period of the grant activity
- The purpose of the request
- Explain how your proposal fits with the foundation's mission and priorities.
- Detail previous contact, or relationships, with the foundation. (For example, were you invited to apply...does a corporate employee sit on your board.)
- Contact person's name, title, daytime telephone number, and email address

## Proposal Narrative

The proposal narrative provides an opportunity to describe your organization and what will be accomplished with grant funding. The narrative may vary in length, but 6 pages max preferred. Consider limiting Organizational Background to two paragraphs and provide greater detail in Purpose of Request.

### A. Summary Heading

- Organization Name:
- Amount Requested:

- Activity Start/End Dates:
- EIN/Federal Tax Number:

**B. Organizational Background**

- State your mission.
- Summarize your organization's history.
- Outline current programs and activities.
- If you work with a fiscal agent, or are an affiliate of another organization, describe the relationship.

**C. Statement of Need**

- Describe the size and severity of the need.
- Provide the location and demographic information for the population benefiting.

**D. Purpose of Request**

- Describe how things will be different if the project is successful and how you plan to get to that successful outcome.
- Identify the tasks you plan to complete that illustrate how the work will be accomplished.
- Describe who will be served and how they will benefit, including age, race, ethnicity or other relevant characteristics.
- Name where the services are provided, including type of facilities or specific locations.
- For ongoing work, provide context about when activities will occur during the period of the grant, including frequency of activity and number of participants. For new projects, provide a timeline for implementation.
- Briefly describe who will get the work done – staff/volunteer descriptions. If specific expertise or credentials are needed, consider attaching staff biographies.
- Report your organization's relationship to other similar community efforts and how you are cooperating with other agencies working in the field. If you have formal partnerships, describe the roles and responsibilities of any community partners with whom you are working.
- State the reasons your organization chose this approach to address the need. For new programs, describe how the program model was developed with supporting research or evidence of effectiveness of the model, if available. For ongoing activities describe your past success. Use an appendix, if necessary, for extra information such as detailed results of a program you are replicating.

**E. Anticipated Results and Learning**

- For general operating support requests, describe how your organization will assess its overall success and effectiveness during the grant period.
- Include specific output and outcome measures that you plan to collect, and how those measures will be used to determine if the organization or program/project was successful.
- Identify the tools you will use to learn from or evaluate your program and organization (records, surveys, interviews, pre- and post-tests, community feedback, etc.)
- Explain how you will incorporate learning from evaluation to either improve your activities or inform the work of others.
- If this is an existing activity, describe current methods of evaluation and provide data on past performance, including numbers served and client outcomes in the past year (or the most recent period for which data is available).
- If an external evaluation will be conducted, detail who is conducting the evaluation and their scope of work.

**F. Stewardship and Sustainability**

- Indicate any specific plans for sharing lessons learned from your activities.
- Specify plans for financing the organization or project at the end of the grant period. List other financing sources or strategies that you are developing.
- Beyond financing, suggest what will be the long lasting outcomes or mechanisms by which the change is sustained.
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**Budget and Budget Narrative**

Your grant proposal must include a budget and budget narrative. The budget narrative explains the numbers in the budget and what assumptions underlie the budget. If you are unfamiliar with budget narratives, please see the Guide to the ABAG Grant Proposal Format. All budgets, whether for general operating or project support, should include both revenue and expenses. The budget should be for the same time period as the activity for which you seek grant support.

**Attachments**

Suggested for the ABAG Grant Format:

- A copy of the organization's current IRS determination letter (or the fiscal agent's) indicating 501(c)(3) tax-exempt status.
- List the board members, roles and affiliations, and the board's total annual giving to the organization (percent contributing and amount contributed).

## *Wright Family Foundation*

- If this request includes partner organizations, provide a copy of a Memorandum of Understanding or a description of the roles and responsibilities for each organization that is signed by all parties.
- A copy of the organization's registration with the Charitable Organization Division of the Office of the Secretary of State for the State of Maryland, or indicate the reason for exemption.
- A copy of the organizations most recent 990 tax statement.
- For organizations with annual budgets over \$500,000, a copy of Audited Financial Statements for the most recent fiscal year.
- Letters of support, recent media articles. Please use discretion in limiting additional attachments