

**Ella West Freeman Foundation
Grant Proposal Format
Program and Operating Support**

I. PROPOSAL SUMMARY - The attached Proposal Summary Sheet must be completed.

II. PROPOSAL NARRATIVE - *Please do not use more than three pages*

A) **Background** - Describe the work of your agency, addressing each of the following topics:

1. A brief description of its history and mission.
2. The issue(s) that your organization works to address.
3. Current programs and accomplishments. Please emphasize the achievements of the past year.
4. The group that your agency reaches, including geographic location, socio-economic status, race, ethnicity, gender, age, and physical or mental abilities.
5. Overview of organization structure including board, staff and volunteer involvement.
6. Your organization's relationships - both formal and informal - with other organizations working to meet the same needs or providing similar services. Please explain the differences from and similarities to these other agencies.

B) **Description** - Please describe the program for which you seek funding.

1. If applying for *general operating support*, briefly describe how this grant would be used.
2. If your request is for a *specific project/program*, please describe in detail:
 - A statement of its primary purpose and the issue that you are seeking to address.
 - The group that you plan to reach, how they will be involved and how they will benefit from the project/program.
 - Strategies that you will use to implement your project/program.
 - The names and qualifications of the individuals who will direct the project/program.
 - Anticipated length of the project/program.
 - How the project/program contributes to your organization's overall mission. How it will benefit our community.
 - Any collaboration/interaction with other groups.

C) **Evaluation** - Please explain how you will measure the effectiveness of your activities.

1. Describe your criteria for a successful program.
2. What are the results you expect to have achieved by the end of the funding period?
3. What are your plans for future funding?
4. Explain how evaluation results will be used and/or disseminated and, if applicable, how the project/program can be replicated.

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III. STATUS CERTIFICATION FORM - Please complete and sign the attached Status Certification Form

- If your organization is classified by the IRS as described in either sections 509(a)(1) and 170(b)(1)(a)(vi) or section 509(a)(2), please send a copy of the IRS form 990 for the most recent two years.
- If your organization is not required to file a form with the IRS, please provide a summary of all support for the past three years. Indicate sources of any support that may have exceeded 10% of total support in any individual year. We are requesting this information to determine if you are a publicly supported charity as defined by the Internal Revenue Service.

IV. ATTACHMENTS - Please label all attachments.

A) Financial Information - Overall Organization

1. Organization's current and prior year operating budget, including expenses and revenue; list sources of revenue received and those pending, including in-kind.
2. Most recent annual financial statement (audited, if available).

B) Financial Information - Project/Program (if applicable)

1. A budget for the project/program and amount you are seeking from this foundation.
2. List each staff separately and include % of time spent on project.
3. List names and amounts requested of other foundations, corporations, and other funding sources to which this proposal has been submitted.
4. Indicate the specific uses of the requested grant.
5. List in-kind support.

C) Other supporting materials

1. A list of your board of directors and their principal affiliations. Please include criteria for board selection.
2. One-paragraph resumes of key organizational staff including key project/program Staff.
3. A copy of the current IRS determination letter indicating 501(c)(3) and 509(a) tax exempt status or that of your fiscal agent.
4. Your most recent annual report, if available.
5. Agency affiliation with federated funds or public agencies.