

## GRANT PROPOSAL REQUIREMENTS AND APPLICATION

### PROPOSAL REQUIREMENTS:

1. Speak with the Foundation Executive Director (Judi Luffman) PRIOR to submitting a proposal
2. Three copies of cover letter signed by the executive director or an appointed officer of the organization – One Page
3. Three copies of the completed application (as outlined below)
4. One copy of the most recent IRS 501( c)(3) determination letter
5. One copy of the organization's most recent Form 990 (Tax Return)
6. One copy of the most recent audited financial statements or Treasurer's Report if not available
7. Three copies of the organization's current budget (proposed income and proposed expenses)
8. Three copies of the project or program budget (proposed income and proposed expenses)
9. One copy of the list of the organization's Board of Directors (name, address, and affiliation)
10. Name of a contact person knowledgeable of the proposal (name, telephone number, email address)

## GRANT APPLICATION

Your response to the following should be submitted in a typed document (Times New Roman 12 point font, 1" margins). Please label each section with the heading as listed below and arrange in the order as listed below.

- Description of Organization—one paragraph describing the organization-when and by whom was it established, its mission and vision, and for what purpose.
- Program Description—A brief description addressing the following: the solution to the need, target audience, program or project volunteers or staff, organization's track record with such work, how clients are chosen, etc.
- Funding Request—One paragraph answering the following: who will benefit from this program or project and when is the funding needed? What will you do if you do not receive the full amount you have requested, or what will you do if you receive no funding?
- Collaboration—One paragraph describing collaborative relationships with other organizations and agencies
- Outcomes and Evaluation—Describe your planned outcomes, how will you evaluate this program or project, and how will the results be used (we consider outcomes as a change in knowledge, skills, or behaviors).
- Acknowledgement—Explain opportunities to acknowledge (The Portsmouth Community Foundation Chisholm House Fund for its support of your project or program).

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for accountability and integrity