

## 2021 SAMPLE Grant Proposal

**(NOTE – This is NOT an actual grant proposal. This is to provide prospective applicants of what we have asked in the past. Questions on 2022 Grant Proposal may vary.)**

### Instructions

Please answer the following questions on your organization's letterhead. Include the actual question and the number of the question.

The proposal must be complete when submitted, i.e. all questions answered. PLEASE NOTE: If not complete when submitted, your proposal will, unfortunately, not be reviewed.

Please upload a PDF of your proposal to our website:

### Section 1: Overview

1. Focus Area to Which You Are Applying
2. Organization name
3. Organization's Website
4. Name of Project
5. County where organization is headquartered
6. County(ies) being served with this project
7. Executive Director Name
8. Executive Director Email
9. Best contact phone number for Executive Director

### Section 2: Organization information

1. What is the mission of your organization?
2. Who is your organization's target population?
3. Approximately how many individuals did your organization reach in each of the last two years through your program and services?
4. To what do you attribute any changes in these numbers?
5. What makes your organization unique from other organizations that do similar work?
6. How long has the Executive Director served in this position?
7. What is the current number of full-time employees?

8. What is the current number of part-time employees?
9. What is the current number of active volunteers?
10. What is the current number of Board members?
11. What is the number of these Board members who have provided financial contributions to the organization during the last 12 months?
12. Please list your current Board members, including board position, professional affiliation and number of years served.
13. What is the date of the organization's last strategic plan and years it encompasses?
14. Please describe your organization's long-term goals or vision.
15. Please list the organization's top five funding sources for each of the last three fiscal years, including the names of funders and amounts.
16. In the next 6-12 months, do you foresee any significant changes taking place within the organization? If yes, please provide details.

### **Section 3: Diversity, Equity and Inclusion Information**

1. Has your organization made efforts in the last 2 years to diversify the racial, cultural or gender composition of the staff and/or Board membership? If so, please describe.
2. Have these efforts yielded any identifiable changes?

### **Section 4: Project information**

1. Project summary (please clearly define the project, the population it will serve and an overview of your plans to carry it out)
2. What is the need or problem that this project will address?
3. How will this project address this problem or need?
4. Please describe how this project specifically improves your organization's ability to more effectively carry out its core mission.
5. How does this project fit into your organization's current strategic plan or long-term vision?
6. Approximately how many individuals do you expect that this project will reach over the 24-month grant period?
7. Will you be collaborating with other organization(s) to carry out this project? If so, please list name(s) of organization, name of executive director, its 501(c)(3) status and describe their role in the project.
8. Please list the specific activities/components of the project and a projected timetable for each in the format indicated below. NOTE: The timetable for the project activities

should begin on July 1, 2021 and go through June 30, 2023, which corresponds to the Impact100SJ grant award period.

**Example:**

<u>Activity/Project component</u>	<u>Timetable</u>
Develop curriculum	July-August 2022
Pilot curriculum	September-December 2022

1. Please list 2-3 specific outcomes that your organization hopes to achieve with this project. Include the ways you will measure each outcome in order to determine if the project was successful.
2. Please list the steps that your organization will take to achieve sustainability of the project beyond the 24-month grant period. If this will not be an ongoing project, please explain.

**Section 5: Project Budget**

1. What is the total budget amount for this project (including grant from Impact100SJ)?
2. Please list all project expenses, using the format indicated below. If the project budget is greater than \$100,000, please indicate with an asterisk (\*) which expenses are to be covered by our grant. NOTE: Make sure each activity listed above is reflected in an expense listed here. Expenses may include individual staff; make sure to include the percentage of their time to be spent on project under the additional details column. Total of all expenses must equal total project budget amount.

<u>Specific Expense</u>	<u>Additional Details</u>	<u>Total</u>
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3. If the total project budget amount exceeds \$100,000, please list all proposed additional funding sources and date you anticipate securing these funding sources. You may include in-kind support if applicable. (Please use the following format.)

<u>Funder/Donor</u>	<u>Amount/Value</u>	<u>Date</u>
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