

# COMMUNITY FOUNDATION *FOR* NORTHEAST GEORGIA

6500 Sugarloaf Parkway, Suite 220  
Duluth, GA 30097  
(770) 813-3380 FAX (770) 813-3375

## APPLYING FOR A GRANT

- The Foundation requires a formal proposal, prepared according to the stated proposal guidelines.
- Proposals in any other format **will not be considered**.

## GENERAL INSTRUCTIONS

- **Limit** the proposal format to **five (5) pages**
- **In addition to the 5 pages attach a copy of** your 501(c)(3), a list of board members, and the **project** budget
- Proposal should be a minimum of 12 point type and one inch margins.
- Use the headings indicated under Proposal Format.
- Staple all proposal pages together. **Do not bind or encase in any other manner.**
- Address applicable topics in the order listed.
- Do not send videos or faxes.
- Proposal may be delivered by mail or by courier.
- Materials will not be returned to you.

## DOCUMENTATION & COPIES

The **Original proposal package** must include:

- The completed grant proposal **cover sheet**, which must be signed by your board president, chair or executive director.
- Original grant proposal (maximum 5 pages).
- One (1) copy of your 501 (c)(3) letter.
- One (1) copy of your most recent annual report or general organizations brochure.
- One (1) copy of your most recent annual audit.
- Current Operating Budget
- Current Project Budget
- The names and addresses of all trustees and/or board of directors.

### In addition you must provide:

- **15 copies** of your completed 5 page grant proposal with a **copy of the Grant Proposal Cover sheet** attached to each copy.
- The names and addresses of all trustees and/or board of directors, organizational budget and project budget do not count as a part of the 5 page grant proposal, but must be included in each grant proposal copy

### DO NOT include with the 15 copies

- 501 (c)(3) letter
- Annual Report or organization brochure
- Annual audit
- Videos

## MAILING AND COURIER INFORMATION

- Mail or courier all grant proposal material to the above address – Att: Beverly Estafen

## PROPOSAL FORMAT

## ORGANIZATION BACKGROUND

### *Describe or list:*

- Your organization's mission, goals and purposes.
- Your organization's most recent activities.
- The way in which your organization interacts with other agencies providing similar services.
- The population your organization serves.
- The staffing of your organization, professional and support, full and part time.

## PROJECT PURPOSE AND DESCRIPTION

### **Describe:**

- The project's objectives, as well as its immediate and long-range expected results.
- The relationship of the project to the overall program of your organization.
- Any professional or other support for the value of the project.

## PROJECT IMPLEMENTATION

- The dollar amount you are requesting.
- How long the project will last.
- Who will be served by this project.
- Any other organizations cooperating in this project.
- Any ongoing sources of funding that will be available at the end of the project period.

## FINANCIAL INFORMATION

- **Include a detailed income & expense budget for the project**, breaking out items proposed for Foundation funding
- Differentiate between cash and in-kind support.
- Describe any requests that you have submitted to other funding sources and the results obtained.
- Provide your organization's total budget for last year and this year.

## RESULTS & ACCOUNTABILITY

- Explain the methods for measuring the results of the project & evaluating its effectiveness.
- Describe how the organization will be accountable for the dollars spent, if you are awarded a grant.