

2010 Grant Proposal Instructions

The Community Foundation of Greater Lafayette

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Our Grant Award Process for 2010:

If you have not read the grant award process overview and/or our guidelines, please do so before continuing. There are three Tiers for funding, each with its own deadline. Use the same application for all three Tiers. Located on our web page, www.cfglaf.org, follow the prompt, "For Grantseekers," and then navigate the links. Read and follow all instructions carefully; failure to do so may result in disqualification. Foundation program staff will be happy to answer any questions.

Writing the Grant Proposal:

Complete the form provided. **All blanks MUST be filled in**; if not applicable, please indicate. You may reproduce the form on your computer provided the format is closely followed and all questions are included. Please be kind to eyes and do not use anything smaller than a size 10 font. Do not include a cover letter.

1. **Organization information:** The proposal should be submitted by a charitable organization. If you are submitting this proposal under the umbrella of another organization, they should complete this section. Please designate a primary contact person with his/her address and phone number.
2. **Project request information:** Please provide a clear, short summary of the project/activity/equipment for which you are requesting funding (do not say "see attached"). (Examples: computer software; capital fund drive for new facility; new roof; construction of playground area.)
3. **Narrative:** In your narrative discuss the points outlined on the Grant Proposal form. Begin your narrative with a clear statement of your request, and then provide supporting information. List each question and its answer in order. **Narrative should be no more than two pages.**
4. **Grant project budget:** Identify all projected income and expenses for your request. Include *at least two* estimates or bids and any additional cost or descriptive detail that might be helpful to the Foundation in reviewing this request.
5. **Organization budget.** Please complete the operating budget form in full or use your own financial statements. Statements should reflect the *current fiscal year budget* of your entire organization. Include a current balance sheet and year-to-date expenses.
6. **Board list.** Include a copy of your board list showing names, occupations, and addresses of your organization's directors. Also indicate who is serving in which leadership position.
7. **Endorsement:** It is expected that proposals are submitted with the knowledge and approval of your governing body. The proposal must be signed by both the highest-ranking officer of the board (chair or president) and the highest-ranking staff member (executive director, president, CEO). If your organization is using another organization as fiscal agent, the signatures must be by the fiscal agent organization officer/director.
8. **Final decision:** Within four to eight weeks of the proposal deadline, depending upon the funding tier, you will be notified about the decision by mail.

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Submitting the Grant Proposal:

1. Failure to follow instructions can result in disqualification of your request.

Use the following checklist to verify that you have included all information requested:

- Organization Information
 - Project Request Information
 - Narrative
 - Signatures
 - Grant Project Budget (see sample worksheet). Include estimates or bids
 - Organization Budget for current fiscal year (see sample worksheet)
 - Current Balance Sheets, including a Year-to-Date Expense Report
 - Most recent Audit or Financial Review (one copy)
 - Board list (please include titles of officers)
2. **For Tiers 1 and 2 and for Field of Interest proposals: Please submit 10 copies of the Grant Proposal (original plus nine copies)** including attachments. All pages should be 3-hole punched with a sheet of colored paper between each copy (not between each page). Please do not staple or otherwise bind or package the application. **For Tier 3 proposals, please submit 2 copies of the Grant Proposal (original plus one copy)** including attachments.
 3. **Please don't send** cover letters, letters of endorsement, newspaper clippings, annual reports, videos, or other materials. These materials are not distributed to the grants committee.
 4. **Proposals must be in** The Community Foundation office **by 12 noon** the day of a deadline to be considered for that cycle. Late submissions are not eligible for funding consideration.
 5. **Site visits:** Your request may be assigned to a grant team. You may be contacted for further information or to schedule a site visit.
 6. **Approval:** The proposal may be approved as written, approved with modifications to the amount or with contingencies, or denied. You will be notified about the decision by postal mail.
 7. **Submit Proposal to:** **The Community Foundation of Greater Lafayette**
1114 East State Street, Lafayette, Indiana 47905-1219
 8. **2010 Proposal Deadlines:**

Funding Tiers

Tier 1 – Requests of \$15,000 and above
Tier 2 – Requests between \$7,500 and \$14,999
Tier 3 – Requests under \$7,500

Applications Due

Noon, April 1
Noon, September 1
Accepted year-round,
last submission date is
Noon, December 1.

Funding Decision

May 31
October 31
Within 4 weeks of request

Our policy is to request only essential information on applications and to safeguard the confidentiality of such information. If you believe we are not in compliance with that policy, please contact our Program Director or President & CEO.

2010 Grant Proposal Form
The Community Foundation of Greater Lafayette

Organization Information:

Organization Legal Name

Date

Address

City, State, Zip

Website URL

Phone

Fax

IRS classification (for example, 501 (c)(3)) ID#

Executive Director/CEO

E-mail

Contact Person (if different from above)

Title

E-mail

Mission Statement

Project Request Information:

Project/activity/equipment for which funding is requested

Amount requested from CFGL

Total cost of project

Funding Tier

- 1st Tier** (Request is \$15,000 and up. Proposal deadline is noon on April 1, 2010.)
- 2nd Tier** (Request is between \$7,500 and \$14,999. Proposal deadline is noon on September 1, 2010.)
- 3rd Tier** (Request is under \$7,500. Proposals accepted year-round but only until noon on December 1, 2010.)
- Field of Interest** (Deadline is noon on September 1, 2010.)

Narrative:

Please use the following questions, answering in order, to tell us more about your project. Please limit your narrative to two pages. List each question and its answer in order.

1. Describe the project concisely.
2. State the issues or community need that the project will address. How many people will benefit?
3. Describe how this request fits with your mission.
4. Check the CFGL priority areas addressed in this proposal. Please explain each checked priority.
 Education **Children/Youth** **Health** **Diversity** **Physical Environment** **Arts & Culture**
5. If only partially funded by The Community Foundation of Greater Lafayette, would the project/activity still occur or equipment be purchased? Please explain.
6. How will this project be sustained? If applicable, describe long-term strategies for funding the project.
7. If this grant is funded, how will The Community Foundation's support be publicized?
8. List the names and titles of Board and/or Staff members who have attended Board training and continuing education. Also include session name(s) and date(s) for each attendee.
9. How does the organization collaborate with other entities around this issue/project?
10. How is diversity addressed through this project?

Signatures:

Executive Director

Board President

Project Budget Form

Please attach *at least two* bids or estimates, if applicable

Revenue:

Source of funding	Amount pending ¹	Amount committed ²
Foundations		
Corporations		
United Way & other federated campaigns		
Religious institutions		
Government grants & contracts		
Program service revenues		
Membership		
Interest & dividends		
Fundraising events & products		
In-kind support		
Other income (specify)		
Total		

¹ Amount requested (from any source) but not yet approved ² Amount confirmed from source

Expenses:

Item	Total amount needed ³	Amount requested from CFGL ⁴
Total		

³ Full amount needed for each line item ⁴ Of the total needed for each line item, amount being requested from CFGL

Operating Budget Form

For the period: _____ to _____

You may use this form for your entire organization current fiscal year budget. If you already prepare an annual operating budget that contains this information, please feel free to submit it instead. Note that a separate project budget showing revenues and expenses is also required.

Revenue:

Source	Amount budgeted	Year-to-date received
Contributions:		
Foundations		
Corporations		
United Way/United Fund		
Religious institutions		
Government grants & contracts		
Program service revenues		
Membership		
Interest & dividends		
Fundraising events & products		
Other (specify)		
Total		

Expenses:

Item	Amount budgeted	Year-to-date expensed
Salaries & wages		
Benefits & payroll taxes		
Consultants & professional fees		
Supplies		
Telephone & fax		
Postage & shipping		
Occupancy		
Equipment rental & maintenance		
Printing & publications		
Travel & training		
Other (specify)		
Total		