

I. Cover Sheet

Please use this cover sheet as the first page of your proposal. **No cover letters, please.**

Agency Name: _____

Mailing Address: _____

Program Address, if different than above: _____

Contact Name: _____ Phone: (____) _____

Contact Title: _____

Email (required): _____

Requested \$ _____ Request is _____% of project budget and _____% of agency budget.

Attachment Checklist

- Narrative
- Project Budget
- Organization Budget
- List of officers and board members
- Most recent annual report and financial statement

Funding Need

- New Program
- Existing Program

Please use the space provided on this cover page rather than an attachment to respond to the following:

Brief description of the project (50 words max):

Mission of organization:

Additional Requirement listed on pages 2-3

II. Narrative

Please attach answers to the following questions in the order presented. Limit your total response to four pages, using standard one-inch margins, single-spacing and 12-point font.

1. What is the situation, problem, or opportunity this grant will address?
2. How will this grant support the mission of the organization?
3. How many people will be served by this grant?
4. What resources are available to dedicate to the project, including staff, volunteers, existing funds, and community partners?
5. How is this approach to the issue unique or what gives it a high likelihood of success?
6. How will success be measured and how will you continue to fund this project once grant funds are expended?
7. What is the organization's timeline for achieving the objectives of the grant?
8. What other funding sources have been approached and what have the responses been?

III. Project Budget

Please place a one-page budget for the proposed project immediately after the narrative.

Under the heading **Revenues**, list all committed and potential sources of funds for the project.

Under the headings **Expenses**, list all categories of expense, and estimated amounts.

Example Project: Preschool Classroom Upgrade (amounts for illustration purposes only)

Revenues

| | |
|-------------------------------------|-----------------------------------|
| <i>Private donations</i> | <i>\$2,000 (committed)</i> |
| <i>Magazine fundraiser</i> | <i>\$ 500 (projected)</i> |
| <i>Emporia Community Foundation</i> | <i><u>\$3,000 (requested)</u></i> |
| <i>Total</i> | <i>\$5,500</i> |

Expenses

| | |
|---------------------------------|-----------------------|
| <i>Carpet and installations</i> | <i>\$2,000</i> |
| <i>Tables and chairs</i> | <i>\$1,500</i> |
| <i>Cabinets</i> | <i><u>\$2,000</u></i> |
| <i>Total</i> | <i>\$5,500</i> |

IV. Additional Required Attachments (please provide in the order listed)

1. Organization's current budget
2. List of officers and board members
3. Most recent annual report and financial statement

V. Copies

Please submit:

1 copy of your full proposal, including all attachments

9 staple copies of the coversheet, narrative, project budget, and board list

When possible, please submit *double-sided copies* of the above materials.

Submit all copies of your proposal by 5:00 p.m. on September 30th to:

Emporia Community Foundation
527 Commercial Street, Suite B, Emporia, KS 66801

Questions? Contact Loni Heinen @ 620-342-9304 or loni.heinen@emporiacf.org