

APPLICATIONS MUST BE SUBMITTED ACCORDING TO THE FOLLOWING GUIDELINES:

1. Complete the organization information page which will be the first page (cover sheet) of the proposal.
2. Ten pages maximum, including budget and appendices.
3. Single-spaced with a minimum font size of 12.
4. Legibly typed.
5. Appendixes should include: (1) IRS tax-exempt status documentation; (2) governing board roster-include a copy of your board list showing names, titles, addresses, e-mail addresses of your organization's directors (3) applicant organization's most recent annual financial statement including a current balance sheet and year-to-date expenses; and (4) other documentation considered vital to Foundation reviewers.
6. Fasten proposal together with one staple in the upper left hand corner. Do not enclose the proposal in a folder or binder.
7. Proposal content and format should be presented as described below

CONTENT & FORMAT

PROPOSAL NARRATIVE SHOULD INCLUDE THE FOLLOWING TOPICS, ADDRESSING EACH BRIEFLY AND SUCCINCTLY WITHIN THE FORMAT BELOW.

1. ABSTRACT OR EXECUTIVE SUMMARY

One paragraph providing a clear overview of the request including its intended outcomes. Provide a timeline or urgency of the request.

2. DESCRIPTION OF SUBMITTING ORGANIZATION

Brief one-half page or less statement of purpose, historic reference, administrative structure pertinent to the request, experience in administering grants and other relevant information. Include names and addresses of governing board IRS Determination letter in an appendix.

3. STATEMENT OF PROBLEM OR NEED

Precisely define the need, problem to be solved, or the problem to be eliminated. This should be a lucid analysis leaving no doubt that a real problem or need exists. Include documentation (quantitative, if possible). Additional information may be included in an appendix.

4. OBJECTIVES

Present only a numbered list of final outcomes (or products) that will be the result of the expenditure of the funds requested. This should not be a description of activities that will take place during the life of the award, but a projection of what will have been produced when the requested funds have been expended.

5. PROPOSED SOLUTION

This should be a brief, explicit statement clearly defining the activities to be implemented with the funds requested. No question should remain as to the applicant organization's ability to eliminate the problem or need. A plan for generating additional funds should be included here if applicable.

6. MATERIALS/EQUIPMENT

A list of items (materials, equipment, etc.) required to conduct the program should be included here. Justification for each should be included. These items should be carefully related to, and clearly represented in the budget.

7. STAFF

Key responsible personnel and their qualifications should be identified.

8. FACILITIES

Describe the suitability and/or shortcomings of the facilities to be used.

9. EVALUATION

Present a brief plan for producing evidence (quantitative, if possible) that will permit the Foundation to evaluate the success of its investment. The evidence produced should be suitable for inclusion in the grantee's final report to the Foundation.

10. BUDGET

Double space between major divisions (e.g., renovation, equipment, consultants, etc.); single space between line items within each division. Number each budget line at left.

11. BUDGET EXPLANATION

Explain how you arrived at the dollar amount in each line item unless it is obvious from the budget itself. Include only the line items needing explanation, numbering each according to the numbered line in the budget. (This should not be an explanation of why the item is needed. This was to have been included in "Material/Equipment", above.) If the request involves equipment, construction, construction materials, contractor costs, etc., copies of bids, vendor

estimates and other relevant information should be included here.

12. APPENDICES

Only include relevant information that was not requested elsewhere in the proposal, but is viewed as being essential to the Foundation's decision-making process.

SUBMISSION PROCEDURES

1. Each application must be signed by an authorizing official (usually the chief executive officer) of the submitting organization. The person signing the application must have authority to make legally binding commitments on behalf of the applicant organization.

2. One copy, to which the original inked signature is affixed by the authorized official, is to be submitted.

3. Applications can be either mailed to the Community Foundation of Boone County, P.O. Box 92, Zionsville, IN 46077, or hand carried to the Foundation office at 60 East Cedar Street, Zionsville.

4. Proposals will be accepted electronically but an original ink signed request must be mailed to the Community Foundation of Boone County before any final approval and/or disbursement of funds is made.