

River Counties Community Foundation

PROPOSAL FORM

Project Title

Purpose of the Grant (one sentence)

Project Contact Person

Title

Email

Phone #

Amount Requested \$ _____ Total Project Cost \$ _____

Type of request: General Operating Support Project Support
 Capacity Building Capital Other _____

Time period the grant will cover (month/year) _____/_____/_____ to _____/_____/_____

Year of your last completed Strategic Plan: _____

Year of last Financial Audit: _____

Please address the following questions as appropriate to adequately describe your request in narrative form in the spaces provided. This document, from Project Title through response to #8, should not exceed four (4) pages in total. Responses must be typed and single sided.

1. **Need:** Briefly describe the identified need your project will address.
2. **Project Description:** Briefly describe the project. (Be sure to include the geographic region and target population served, including the number of individuals to be reached/served through this proposal.)
3. **Project Design:** How was the project developed? Is it based on a best practice model? If so, please describe. For existing projects, describe past achievements (quantitative and qualitative) and why the program should be continued.
4. **Mission Relation:** How will this project advance your organization's mission?
5. **Collaboration:** Describe any collaborations or partnerships that will assist you in this project.
6. **Community Impact:** How will this project make an impact in the community?
7. **Anticipated Results:**

- a. Please share three to five specific project goals with anticipated results.
- b. How will you measure progress toward these goals?

8. Project Budget:

- a. How will funds from this proposal be used?
 - b. Aside from this grant request, how will you fund this project?
 - c. Describe your sustainability plan moving forward: how will you ensure funding of this project at the end of this grant.
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