



In developing a proposal for submission as part of the Foundation's application procedure, the following checklist may be useful. It is intended only as a guide. We do not expect or want too lengthy a proposal, but need sufficient-enough detail for a fair review.

Project description

Description of the problem to which the project or program responds

General statement of the basic objective of the project

Potential impact of the project on the problem

Whom will it benefit and how?

Specific description of the work plan and timeframe for accomplishing the project's objectives

Length of time that support will be needed and most-desirable times to start and terminate a grant

How will the project be supported beyond the period of funding being requested?

Is this a new or ongoing activity on the part of the applicant organization?

Has the field been researched to find similar efforts?

Has a similar project succeeded or failed? Why?

Description of how the project will be evaluated during the grant period

List of the criteria by which the project's success or failure should be judged at the end of the grant period

Personnel

Brief description of the qualifications of individuals who will be involved in the project and administer a grant, including résumés for those most involved

Applicant organization

Brief background of applicant organization, including evidence of its appropriateness to sponsor proposed project

List of group's board of directors or trustees

Evidence of institutional approval of proposal

Evidence of entity's responsible fiscal accounting, including most-recent audit

Other groups involved in the project, if any

Budget

Applicant organization's overall budget for its two most-recent fiscal years

Project budget, including salaries and benefits

Institution's other sources of general support, philanthropic or otherwise

Other sources of support for this project in particular

Other outstanding requests for support of this project