

## Grant Proposal Information

Please mail or hand-deliver **15 copies (3-holed punched and paper-clipped; not spiral bound)** of the proposal to the Foundation offices, 500 Chestnut, Suite 1634 (Faxed or emailed proposals will not be accepted).

**Application checklist:**

- Proposal Cover Sheet
- Proposal Narrative, including relevant info below (1 to 5 pages):
  - Brief History of the nonprofit organization and its mission
  - A description of all programs and services
  - Identification of need(s)
  - Program or project purpose and how it will address the need(s)
  - Your organization's qualifications to address the issue
  - Contribution of all parties, if the project is a collaborative one
  - Timetable for the proposed project/program
  - Plans for evaluation and the measurable outcomes that are expected
  - Plans for continuation of the project/program, if applicable
  - How will the project be sustained if full funding is not received?/What modifications will be made to the program or services being delivered?
- Project Budget Form (CFA form provided)
- Financial Report Form (CFA form provided)
- Balance Sheet (CFA form provided)
- Bid Form with a minimum of 2 competitive bids, if applicable (CFA form provided)
- List of Board of Directors
- List of salaried staff members (distinguish full from part time)

**One copy of each of the following:**

- Most recent annual financial statement independently audited, if available
- IRS 501 (c) (3) tax determination letter



**Proposal Cover Sheet**

**Name of Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Tax ID#:** \_\_\_\_\_

**Primary contact for this grant:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Project/Program Title:** \_\_\_\_\_

**Specific Purpose for which grant funds are requested:**

**Dates of project:** \_\_\_\_\_

**Current Net Operating Budget: \$** \_\_\_\_\_

**Total cost of the project: \$** \_\_\_\_\_

**Amount requested from CFA: \$** \_\_\_\_\_

\_\_\_\_\_  
**Signature, Chairperson, Board of Directors**

\_\_\_\_\_  
**Date**



Organization: \_\_\_\_\_ Project: \_\_\_\_\_

Directions: Include the **total amount** of the following budget categories (edit or add to form to make applicable):

	<u>Amount requested from CFA</u>	<u>Total project expenses</u>
Salaries	\$ _____	\$ _____
Contract Services	\$ _____	\$ _____
Travel	\$ _____	\$ _____
Equipment (Please complete the bid form)	\$ _____	\$ _____
Supplies	\$ _____	\$ _____
Printing and Copying	\$ _____	\$ _____
Postage and Delivery	\$ _____	\$ _____
Marketing	\$ _____	\$ _____
In-Kind	\$ _____	\$ _____
Other (specify) _____	\$ _____	\$ _____
<b>Total Project Expenses</b>	<b>\$ _____</b>	<b>\$ _____</b>
	<b>(A)</b>	<b>(B)</b>

**A/B = Percentage of Total Project \_\_\_\_\_%**

Additional funding sources (if applicable):

Funding Source	Amount Contributed/Status
Funding Source	Amount Contributed/Status
Funding Source	Amount Contributed/Status



Organization: \_\_\_\_\_ Project: \_\_\_\_\_

Fiscal year this budget covers: \_\_\_\_\_ Organization's fiscal year end: \_\_\_\_\_

**REVENUE:** Include the **total budgeted amount** for each of the following categories of your **total operating budget** for the fiscal year when the project will take place.

Grants/Contracts/Contributions:

Local Government \$ \_\_\_\_\_

State Government \$ \_\_\_\_\_

Federal Government \$ \_\_\_\_\_

Foundations (itemize)

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Corporations (itemize)

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Individuals \$ \_\_\_\_\_

Earned Income:

Events (net) \$ \_\_\_\_\_

Publications & Products \$ \_\_\_\_\_

Membership Income: \$ \_\_\_\_\_

Other (specify): \_\_\_\_\_ \$ \_\_\_\_\_

**Total Revenues** \$ \_\_\_\_\_

\*Please see next page for expenses

**EXPENSES:** Include the total budgeted amount for each of the following budget categories:

Salaries	\$ _____
Payroll Taxes	\$ _____
Fringe benefits	\$ _____
Consultant & Professional Fees	\$ _____
Insurance	\$ _____
Travel (including education seminars)	\$ _____
Equipment	\$ _____
Supplies	\$ _____
Printing and Copying	\$ _____
Telephone, Fax and Internet	\$ _____
Postage & Delivery	\$ _____
Rent	\$ _____
Utilities	\$ _____
Maintenance and Repairs	\$ _____
Marketing	\$ _____
Other (specify): _____	\$ _____
<b>Total Expenses</b>	<b>\$ _____</b>
<b>Surplus or Deficit</b>	<b>\$ _____</b>



Organization: \_\_\_\_\_ Project: \_\_\_\_\_

**ASSETS**

Current Assets:

Checking/Savings/C.D.s (please list)

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Accounts Receivable: \$ \_\_\_\_\_

Prepaid Expense: \$ \_\_\_\_\_

Total Current Assets: \$ \_\_\_\_\_

Fixed Assets: \$ \_\_\_\_\_

Less Accumulated Depreciation: - \$ \_\_\_\_\_

Total Fixed Assets: \$ \_\_\_\_\_

Other Assets: \$ \_\_\_\_\_

**Total Assets: (A) \$ \_\_\_\_\_**

**LIABILITIES AND EQUITY:**

Liabilities (Loans, Accounts Payable): \$ \_\_\_\_\_

Net Assets (Permanently Restricted Net Assets, \$ \_\_\_\_\_

Temporarily Restricted Net Assets,

Unrestricted Net Assets):

**Total Liabilities and Equity: (B) \$ \_\_\_\_\_**

("A" Needs to be equal to "B")

## **Glossary:**

**Balance Sheet:** represents and displays all of an organization's financial assets, liabilities, and net assets at a snapshot in time, usually at the end of an accounting period (month, quarter, year), and conforms to the following equation:

$$\text{assets} = \text{liabilities} + \text{net assets.}$$

**Assets:** everything of value that an organization owns. It can include both tangible and intangible property, such as cash, stock, inventories, real estate, furniture and equipment, property rights, accounts receivable, or goodwill.

**Fixed Assets:** tangible property with a long-term useful life, such as land, land improvements, buildings, building equipment, movable equipment, furniture, leasehold improvements, or capitalized leases.

**Liabilities:** everything an organization owes, the sum of its debts and obligations.

**Net Assets:** the difference between an organization's assets (what it owns) and its liabilities (what it owes). It is the accumulation of all the organization's financial surpluses since it came into existence (the equivalent of retained earnings on a for-profit balance sheet). Assets can be unrestricted as to their use or time of use. Or they may be restricted assets, as when a donor puts limits on their use. The restriction can either temporary (if the restriction can be met either with the passage of time or by the purpose fulfilled), or permanent (if the restriction never expires and cannot be removed).



Community  
Foundation  
of Abilene

## *Bid Form*

Organization: \_\_\_\_\_ Project: \_\_\_\_\_

Product: \_\_\_\_\_

Please attach a minimum of two (preferably three) competitive bids on comparable equipment or merchandise. You are **REQUIRED** to submit a copy of each actual bid with this form.

	<b>Business</b>	<b>Contact Person</b>	<b>Contact Number</b>	<b>Amount</b>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

Comments: