



## **COMMON PROPOSAL FORM FULL PROPOSAL NARRATIVE**

Request to:

Organization Name:

Project Name:

Amount of Request:

### **Organizational Information (1 page total)**

Organization's History

Organizational Goals and Objectives

Programs and Services

Organizational Structure (Please describe role of board, staff and volunteers and respond to this question: Are the demographics of your targeted constituents reflected in the composition of your staff and board?)

### **Proposal Information (3-4 pages total)**

Description of Need (What is the issue you plan to address? What are the demographics and number of people you plan to serve, if applicable?)

Description of Request (Include project period, funds raised to date and pending requests)

Goals and Objectives for this Request (How will this grant strengthen the organization, address the issues, make improvements, and/or achieve success?)

Specific Activities (Include information about service delivery and timeline.)

Evaluation (What are the anticipated results? What methods will you use to measure your progress?)

Anything else you would like to add?

Attachments:

Suggested items include:

- Recent audit or financial review (for those organizations who have them)
- Logic model (for those organizations who have them)
- Board list with affiliations
- Annual report