

Application must be typed

Description of Organization

Organization _____

Address _____

Executive Director (Title if different) _____

Phone # / Ext # _____ E-mail address _____

Total annual organizational operating budget and beginning date of fiscal year _____

Number of staff in the organization (how many full and part-time) _____FT _____PT

Do you receive funding from a United Way? Yes No

If yes, which United Way? _____ Annual allocation received? _____

List your organization’s major programs and number of clients served. (Define units of services provided.)
Attach a separate sheet if necessary.

1. _____
2. _____
3. _____
4. _____
5. _____

If your organization provides services at more than one location, please list them:

Fiscal sponsor (if your organization is not a 501(c)(3)) _____

- Refer to and complete the Fiscal Sponsor’s Information form.

PROPOSAL SUMMARY

Organization _____ Date _____

Executive Director _____

Tel. # and ext: _____ E-mail _____

Contact person and title if different than above _____

E-mail _____ Tel. # and ext: _____

Project title _____

Amount requested _____ Total budget of the project _____

In the space below, summarize your proposal (Executive Summary). If necessary, add **one** more sheet.

PROJECT BUDGET

LIST YOUR FUNDING SOURCES AND PROJECTED REVENUE

- **Attach a Budget Narrative** (Questions? Call the Foundation at 513-863-1717.)

Organization _____

Project Title _____ Grant Request _____

Item List personnel first and then non-personnel items.	\$ requested from HCF (Column A)	\$ from other funders <i>List other funders on a separate page</i> (Column B)	Amount budgeted from your agency (Column C)	Total proposed budget (Add Columns A+B+C)
TOTAL				

PROJECT OVERVIEW

Organization _____ Date _____

Project Title _____

Project Goal _____

Where appropriate, include your assumptions in parentheses.

Precipitating Factors	Resources	Activities	Outputs	Short & Intermediate Outcomes	Impact
Background and research:	In order to accomplish our set of activities, we need the following:	In order to address this issue, we will perform the following activities:	We expect that the activities will produce the following service deliveries:	We expect that the activities will lead to the following changes in 1 to 2 years:	Changes in 3 to 5 years:
Environment Factors affecting each situation:					