



AMELIA PEABODY CHARITABLE FUND – Preparing Proposal

Preparing Your Proposal

Your grant proposal to the Amelia Peabody Charitable Fund does not have to be elaborate. In fact, the clearer, more straight-forward, and concise you can be when presenting your grant request, the stronger your proposal will be.

General Information

The trustees ask that you complete and submit the Proposal Checklist (see Page 3) and Grant Request Summary Form (see Page 4).

Please note the following helpful hints:

- Double-space the text in your document
- Number all pages of narrative
- Provide a table of contents
- Separate all copies with clips
- Do not send any DVDs, CDs, videotapes, flyers, brochures and news clippings
- Mail all proposals together (e-mail and fax submissions are not accepted)
- Include a self-addressed and stamped envelope for any re-usable materials which you would like returned

Grant Request Summary Form

Please complete the two-page form (see Page 4) and include it at the front of your proposal.

Proposal Narrative

As concisely and clearly as possible, please describe your request. The trustees ask that you keep the narrative part of your proposal to **10 pages or less**. Your narrative should include the following:

- **A brief description of your organization and its objectives**
- **A clear and concise description of your request**
 - **The need**
 - Evidence of the need
 - How the requested funds will meet or address the need
 - **Proposed capital projects or purchases**
 - Goals and objectives of the initiative
 - Population served, size of constituency and expected impact
 - Time-frame (including start date and anticipated end date)
 - How will you know if you are successful? Please list three ways you will measure whether the capital project has accomplished its goals
 - **The funding request**
 - The amount requested from the Fund



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- Total cost of the proposed capital projects or purchases
- All sources of funding approached for this request
 - Please include the names of the funding organizations and/or foundations and the dollar amounts requested from each
- Committed funding
 - Please list the names of other funding organizations and/or foundations and dollar amounts received to-date for this request
 - Individual contributors need not be named, but please provide dollar amounts received
- Please indicate pending requests for which you are still waiting for a decision
- Please indicate if members of your organization's Board of Directors/Trustees are financially contributing to the project or capital purchases
- **A detailed budget for your request**
 - Please describe how funds will be allocated
 - Be specific. Requests for equipment, for example, should include a quote; projects should be broken down into components with itemized price estimates
- **A projected operating budget for duration of proposed initiative**
 - Please provide a projected operating budget for your organization for the time period during which your capital project will be carried out
- **A brief description of future plans**
 - What is your plan for continuing support of your capital project objectives after funding from the Amelia Peabody Charitable Fund ends?



PROPOSAL CHECKLIST

A COMPLETE PROPOSAL SHOULD HAVE THE FOLLOWING:

- Amelia Peabody Charitable Fund Grant Request Summary Form**
- Proposal Checklist**
- Proposal Narrative** – Clear description of the need, what you are proposing to do about the need, what you are requesting, and what results you expect, including a detailed budget of how funds will be spent.
- Copy of your determination letter from the IRS** classifying your organization as a non-profit organization under Section 501(c)(3) and as a public charity under Section 509(a)(1) or 509(a)(2) of the Internal Revenue Code.
- Letter, dated and signed by your director on your letterhead, affirming that your organization’s “determination letter from the IRS continues in full force and effect”** and that a grant from the Amelia Peabody Charitable Fund as applied for would not adversely affect your public charity status”.
- Copy of your most recent IRS Form 990 & Schedule A**
- Financial statement**, clearly showing all income sources and expenses for your organization for the most recent tax year.
- List of your Board of Directors/Trustees**

ADDITIONALLY, PLEASE MAKE SURE YOU INCLUDE:

- Four (4) separate copies of the proposal narrative with the Grant Request Summary Form stapled to the front of each set.**



AMELIA PEABODY CHARITABLE FUND – Summary Form

Please fill in the following form completely. Please do not exceed two pages.

GRANT REQUEST SUMMARY FORM	
Date:	
Organization Name:	
Address:	
Telephone:	
Fax:	
Contact Name:	
Title:	
Total amount required to fund this initiative:	
Amount requested from the Amelia Peabody Charitable Fund:	
Brief description of your organization – (1 paragraph):	
Brief description of what the requested funds will be used for; what results are expected; who will benefit. - (1-3 paragraphs):	
Please list the top 1-3 objectives that you expect to achieve as the result of this initiative.	
Approximate starting date and duration of the proposed initiative:	