Community Grants 2021 – Full Proposal Stage Online Application Worksheet

You can use this worksheet to help prepare the information you will need to submit your full proposal online. The items here are the same as what you will see when you log in to the online portal, and we have provided additional explanations for some that may be less familiar. This document is a tool. All applications must be submitted online.

Page 1: Full Proposal Questions

Please note that all character counts include spaces.

Narrative Questions:

1. Statement of Goals: Summarize the local opportunity and goals you plan to address through the proposed work. (500 characters)
   Briefly describe what your proposed work seeks to achieve and how it will lead to new growth and progress for people and communities. Applications for mission-building support should also connect their proposed work to goals for people and communities.

2. Implementation: What is your work plan? Describe the main program activities and timeline. (2,000 characters)
   Explain the proposed work to be done during the grant period (June 2021-June 2022) and any main strategies you will use. Applications for mission-building support should describe the proposed grant-funded work as well as additional organization work that will be made possible.

3. Outreach & Engagement: Describe your target population(s) and the main outreach strategies to engage them in the proposed work. (1,000 characters)
   Explain what groups or neighborhoods you seek to serve or collaborate with through the proposed work, and describe how you will successfully reach them (i.e., strategic partnerships or communications plans). Applications for mission-building support should answer for their organization-wide work.

4. Assessment: Describe the anticipated measurable results of successful work. How will you know that progress is being made toward the identified goals? (1,000 characters)
   This can include both quantitative and qualitative indicators of progress for people and communities, and you may choose to explain short-term and/or long-term measures. This response should be connected to your Activities and Outcomes measures provided under “Sharing Impact.”

5. Qualifications & Sustainability: How is your organization well-positioned to address your goals and your selected funding category? (1,000 characters)
   Introduce your organization. Describe how the proposed work aligns with your organization's mission and vision, as well as any relevant project experience or allies that will strengthen the work.

6. Advancing Equity: How is your organization's work advancing equity of people and communities that have been historically marginalized? (1,000 characters)
   Explain how your organization’s work consistently addresses inequities impacting people and communities that have been historically marginalized.

7. Financial Narrative: Describe your financial plan to achieve the proposed work, as shown in your attached budget. How will the proposed use of funds support your organization and your identified goals? (750 characters)
   Provide any necessary context to understand your attached budget, including how the use of funds will support organizational capacity to be a strong community resource.
Sharing Impact:

- **Activities Measures**: List up to 3 main activities you would conduct through this work. For each, indicate your targeted goal for frequency (i.e., weekly or monthly) and/or reach (i.e., number of people). (600 characters)

- **Outcomes Measures**: List up to 3 main outcomes you would measure to show the impact of this work. For each, indicate your targeted goal (i.e., what percent of participants will achieve a desired result) and how you would measure results. (600 characters)

Your impact measurements will typically focus on the people and communities you work with, although some applicants may choose to include internal measures. All measures should contribute to the identified goal(s) of your proposed work.

**Page 2: Required Attachments**

Please upload all documents as single PDF files.

- **Upload the Proposal Budget Form**
  Applicants requesting Program Support are required to complete and submit the Foundation’s Proposal Budget Form ([click here to download](#)). The Proposal Budget Form should reflect the full budget for the proposed work during the grant period, **including funding from all supporters**.

- **Upload a copy of the organization’s annual operating budget**
  Provide your organization’s annual operating budget for the current year. Any standard budget template that you use is acceptable.

- **Upload a list of your current Board of Directors**
  Provide a list of your current Board members, including their names, titles, and affiliations.