

Cumberland Community Foundation 2008 Community Grants Application

This form is for organizations that submitted a **Letter of Intent** in the Community Grants cycle and were invited by the Foundation to submit a **Grant Application**.

Three copies of the proposal must be **submitted in writing**, contain all **required information**, and must be **received by 5:00 p.m. on September 22**.

We look forward to hearing from you. There is **no guarantee** of funding if invited to submit a full proposal. Thank you for your good work in our community!

Format

- **8½x11-inch paper** printed on one side only. Please number pages.
- **Font:** Times New Roman 12pt minimum
- **DO NOT** use staples, notebooks, folders or binders. Please use paperclips.
- **DO NOT** include information that is not requested, such as a cover sheet or letters of recommendation.
- **Send three copies** of the following information compiled in this order:
 - **Section 1: Data Form & Letter of Intent**
 - **Section 2: Project Proposal**
 - **Section 3: Key People and Groups**
 - **Section 4: Board of Directors**
 - **Section 5: Financial Information**

Content Description/Narrative

Section 1: DATA FORM & LETTER OF INTENT: Attach the Data Form with Letter of Intent narrative submitted on August 1 and signed by your CEO/Executive Director and Board Chair.

Section 2: PROJECT PROPOSAL: Please provide clear and concise answers for your proposal type only (choose section A, B, or C). No more than three pages total.

A. *Improving Lives or Conditions*

- What is your project? Please define in summary form what it is you want to undertake?
- What results are you committed to achieving and for how many persons? Please put the number who will achieve the result in the context of the number those who participate.
- Who are your participants? What are their characteristics and are they in any way different from the full set of people who have the problem or face the opportunity within your geographic focus?
- What assumptions do you make about the needed intensity and duration of your services to ensure results for participants?
- What are the key factors that will make your program sustainable over time?
- Is your approach/method backed by evidence of success? If so, what is it?
- What is your past success? (What have you achieved in the past three years for persons in programs most like the project for which you seek our support?)

- What broader gains and benefits would be achieved from your program success (beyond the primary objective/outcome) and should be understood as part of our “return on investment”.
- How will you know your results have been achieved? What information or evidence will you use to verify success?
- After the first six months of this program, what predictive factors will you look for to tell you that you are on course to achieve results with the time and money remaining?

B *Investing in Organizations*

- Describe the challenge or opportunity you face that, if addressed, would have a clear impact on the gains you achieve for those served.
- Define the new or added results you will achieve once the new capacity is fully operational. *Consider these examples as you specify outcomes:*
 - Reduced costs. Improvements in efficiency or program services make an organization more sustainable.*
 - Increased revenue. The organization builds income (including in-kind) from a new capacity.*
 - Increased gains. More people get the gain you intended and/or additional gains are added.*
 - Decreased time to get to gains. Reducing time to gain is a key but often unappreciated effect in non-profit effectiveness.*
- Define the 4-5 most critical steps to building this new capacity and what must be achieved at each step to reach the desired outcome.
- Describe the changes that will be needed for the new capacity to be successfully implemented (*e.g., organizational changes in policies and practices*).
- If the new capacity is dependent on either a new staff person or consultant, please define the roles and results needed from each.
- To the extent the new capacity brings net increase in operating costs, how will you pay for them?

C. *Advancing Innovation*

- What do you see as the problem with existing approaches that prompts you to seek an alternative approach? (Does it take too much time or money, lead to insufficient results, not work for some groups or what?)
- What short term test project or replication will you undertake to see if your innovation really does solve the problem or reach the opportunity?
- What assumptions are you testing? (Most innovations are testing some “if...then” assumptions—if we do “this” then “that” will happen.)
- What are the critical 4-5 key steps in your innovation project? Please note for each what must be accomplished from the activity to know you are on course to test your new approach.
- Describe how you will determine success of this project. What is the expected human/societal gain?

Section 3: KEY PEOPLE AND GROUPS

- Who is the person who will lead the project to its results? If they are to be selected, please tell us what attributes are most critical in your choice.
- In what ways will the organization support the project leader? Please be specific about resources available and committed.
- Who are the key persons who deliver the service and what factors most suggest that they can help people get to the intended results?
- Are there any partners or intermediaries critical to your success? If so, please list them and indicate what role they are committing to play.

Section 4: BOARD OF DIRECTORS

- Provide a list of your current board members, and the primary professional and/or civic affiliation of each member.
- Summarize the demographic characteristics of your Board as it relates to the population you serve. These characteristics should include but are not limited to the following: ethnicity, gender, age, and geographic residence.
- How many board members contribute at least \$100 or more a year?
- What was the total amount contributed by your Board in the last fiscal year?
- What proportion of time at board meetings is spent on the reporting of specific results?

Section 5: FINANCIAL INFORMATION

- Total cost of the project (include line item income and expense budget, in-kind, and cash support) and the amount you are requesting.
- Please document the status of other sources of funds being pursued in support of the project. List the name of the entity, classification (government, foundation, corporate, individual, special event, or other) and amount. Indicate whether the funding request is pending, or has been declined, approved, or received.
- Your organization's current annual operating budget.
- Income and expense statement for your most recent fiscal year or last audited statement.
*Please remember to remove audited statements from any binding.

Address Proposal To:
Cumberland Community Foundation – Community Grants
P.O. Box 2345
Fayetteville, NC 28302-2345