

# **THE VANDALIA-BUTLER FOUNDATION GRANT APPLICATION OUTLINE**

In writing your proposal, keep in mind that it will be reviewed by people who may not be familiar with your project or your agency. Make sure, therefore, that you fully explain your project and what you hope to accomplish. Be as clear, complete and concise as possible. The following represents the essential points that your proposal needs to address. Please use these headings and subheadings in your proposal. Limit Sections I and II (Program Narrative and Personnel) to a total of two written pages using a typeface no smaller than 12 points. Based on the size and scope of your proposal request, you may feel that some of the suggested information is not necessary; (i.e. small request on a small project).

## **I. PROGRAM NARRATIVE**

- A. Statement of Purpose: What is the purpose of your project, and what community issue(s) does your project address? Please document the local need for your project. Is this a new project for your agency? for the community? If similar projects exist, explain how the proposed project will be different.
- B. Project Objectives: Specify the activities to be undertaken, as well as the time line for the implementation and completion of them. Describe the expected impact on your project.
- C. Target Population: Who will benefit from this project? Estimate the number of people to be served and the amount of services they will receive.
- D. Collaboration: Are you collaborating with other organizations or agencies? If so, please list them and describe your collaborative efforts. Include support letters, if appropriate.
- E. Future Plans: Is this (or will this become) an ongoing project? If “yes,” describe how you will support it financially in the future.
- F. Evaluation: Describe how you will assess and measure your project.

## **II. PERSONNEL**

- A. Who are the key staff members involved with this project? Please describe their qualifications.
- B. Will additional staff, consultants or outside resources be required for this project? If so, please explain. Provide job descriptions, if applicable.

## **III. BACKGROUND OF YOUR ORGANIZATION**

- A. Please provide no more than a one-half page of background material on your organization’s history and operations.
- B. Governance structure: Is your organization’s Board a policy-making or advisory group? How often does it meet? What is the average percentage of your Board membership’s attendance during the past 12 months? Does your Board have a policy on term limitations? If so, please describe. Are any of your Board members compensated for services rendered to your organization? If so, please describe. Are any of your Board members also paid staff? If so, describe their responsibilities.

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**IV. PROJECT BUDGET**

- A. Provide a comprehensive budget for your project, listing all your sources of income and detailing all expenses. Please round all budget figures to the nearest \$100.
- B. Describe how the Foundations' grant will be used.
- C. We require additional funding sources. What other funds have been received or are under consideration for this project? List the funds in the following format:

Funds received or committed:

Source Amount Date Committed Conditions/Purpose

Requests pending:

Source Amount Date Committed Conditions/Purpose

Requests contemplated:

Source Amount Date Committed Conditions/Purpose

**V. REQUIRED ATTACHMENTS**

Please submit one copy of the following attachments with one copy of your completed proposal:

- 1. A list of your organization's board of trustees and staff
- 2. A balance sheet and income statement covering your organization's most recently completed fiscal year
- 3. Your organization's current annual budget (if different from your project budget)
- 4. Your organization's most recent monthly or quarterly financial statement
- 5. Your organization's budget for the next fiscal year, if possible
- 6. Your organization's most recent audit
- 7. Your IRS Tax Determination Letter (501(c)(3) designation)
- 8. IRS Form 990
- 9. Your organization's diversity policy
- 10. Any attachments you believe will help establish your organization's credibility or help clarify your project, such as your most recent annual report.

**Address the application to: Grants Committee  
Vandalia-Butler Foundation  
P.O. Box 722  
Vandalia, OH 45377**

If you have questions, please call the Vandalia-Butler Foundation at (937) 898-4460 or email the Grants Committee at [info@vandalia-butlerfoundation.org](mailto:info@vandalia-butlerfoundation.org).