

GRANT APPLICATION PROPOSAL FORMAT

STEP #1: NARRATIVE

1. Organization Information

Please discuss the purpose and activities of the organization, including the following:

- a. Mission statement or vision of service, including organization's strategic direction
- b. Summarize the organization's history and background
- c. Briefly describe the organization's current programs, activities, and accomplishments
- d. Describe the responsibilities of the board, staff, and volunteers

2. Purpose of Grant

- a. State the need/issue to be addressed through your proposed program, project or service and how it will help you achieve current or future objectives of the organization. Be sure to demonstrate your project's innovation, creativity, dynamic collaborations or exemplary volunteer service.

- Please describe the initiatives that promotes and preserves the Hellenic culture and heritage

- Describe the program goals and measurable outcomes, including specific numbers of individuals who will benefit as a result of your program.

b. Describe your target population, including available data, and how they will benefit.

- Profile any anticipated barriers to reaching your target population, and how your program will overcome these barriers, if applicable.

c. Outline the specific work plan to accomplish stated goals and measurable outcomes, including outreach and recruitment of participants, program implementation, evaluation and follow-up

- Please discuss how success will be defined and measured

- Describe activities or tasks that will occur on a day to day basis, if applicable

- Timetable for implementation and timetable that the grant will cover

- Number of individuals, geographic area, and target population (including demographics) benefiting from this grant

- Please list and describe other organizations, if any, participation in the project and their roles; list any collaboration with community organizations, businesses, foundations, or corporations.

3. Other

a. Long term strategies for funding of this project at the end of the grant period (if applicable to your project)

STEP #2: ATTACHMENTS

Please attach the following materials in addition to the narrative and cover sheet outlined above in Steps #1 and #2:

1. Finances (please see sample budget format attached, if needed)

a. Total project/program budget amount

- Please detail the specific use of the requested funds

- Please include a description and total amount for each category

2. Other

- a. Financial statements from your most recently completed fiscal year, whether audited or unedited.
- b. Proof of tax exempt status under Section 501(c) 3 of the IRS code
- c. Board of Directors (List of board members and affiliations)
- d. Informational or publicity materials and brochures that showcase your organization and its programs