

Instructions: All applications for funding should be submitted in 12 point font, single-spaced with 1 inch margins. The application should consist of a cover letter, proposal narrative, and attachments.

I. Cover Letter

Include a cover letter on letterhead that contains the following information:

1. Briefly explain the purpose of the request, the dollar amount requested and how the funding will be spent.
2. Include the number of clients that will be served through the grant project.
3. Explain how your organization's proposal fits with the Quality Health Foundation's mission. The mission of the Quality Health Foundation is to improve the health of individuals and communities. To achieve this goal, we provide charitable grants to organizations that wish to undertake improvement projects. We prioritize funding based on a project's potential to impact access to and quality of healthcare and human services to individuals and communities. Projects should focus on improving outcomes through the use of collaborative approaches.
4. Provide the contact person's name, title, daytime telephone number, E-mail address, and fax number.
5. The letter must be signed by the board president or chairperson and the executive director to demonstrate approval of the request. For convenience, you may submit two letters signed separately.

II. Proposal Narrative (maximum of 5 pages)

The following outline is a guide to the key information to be provided within the proposal narrative. Use the guide as appropriate for your organization's request.

A. Organizational Background

1. Describe the organization's history, mission, and goals.

B. Purpose of Request and Anticipated Results

1. State the issue or need to be addressed, describe the size and/or severity of the issue or need, and explain the evidence regarding this issue or need. If applicable, provide demographic and geographic information regarding the community or population benefiting from or served by the request.
2. Describe the program or project. For new programs, describe how the program model was developed. For ongoing programs, describe the program's track record.
3. State how you will address barriers that might arise in your outcome based improvement project such as transportation barriers, language and cultural barriers, no show issues and other critical barriers to your progress.
4. Discuss the anticipated measurable results (measurable outputs and/or measurable outcomes) for the request. Explain how the activities directly and/or indirectly address the issue or need and support achievement of these results. Estimate the number of individuals potentially impacted by the project.
5. Indicate what process and/or impact information will be collected to measure and demonstrate success.

C. Organizational Capacity

1. Describe the organization's ability to implement the request or explain the organizational limitations that funding will address. Include information on the following, as applicable to the request:
 - a. Explain how this proposal relates to the organization's mission, goals and/or strategic plan, and other activities planned for this year.
 - b. Describe how the request will enable the organization to build its capacity, address current limitations, or improve its ability to meet program or organizational goals.
 - c. Describe the organization's current programs and activities, track record, related program or organizational accomplishments, accreditation, awards, or other strengths that enhance capacity or sustainability.
 - d. Describe the organizational structure and staff responsibilities. List the names, qualifications, and number of years in their position for key staff and/or volunteers relevant to the current request.
 - e. Indicate links with other organizations doing similar work in your geographic area or on the same issue.
 - f. Describe the organization's relationship with stakeholders, such as community residents, clients, staff, board members, or other constituents.
 - g. Indicate organization affiliation with federated funds or public agencies.

III. Attachments

The following attachments are **required** unless otherwise specified

A. Finances

1. Financial statements from the two most recently completed years, audited if available. Explain any significant changes in the budget (percent increase or decrease) that may have occurred during this time. Provide a copy of the organization's most recent IRS Form 990 tax return if audited financials are not available.
2. Organization budget for current year, including income and expenses. You may supply the organization's budget as currently prepared or use the format attached.
3. Program or capital campaign budget that includes income, expenses and pending sources of support. You may supply the budget as currently prepared plus pending support.
4. If applicable, provide a short narrative that explains anticipated sources of support, planned fundraising campaigns or events, significant changes in the organization's operating budget, or other financial line items that may be unclear.

B. Timeline

Provide a timeline for the project, including major milestones. Grant funding is provided for a 12-month period. The organization will be expected to report on project progress quarterly.

C. Board of Directors

1. List the board members, responsibilities and affiliations. Describe the board's financial support of the organization (percent contributing and amount contributed) for the most recently completed fiscal year.
2. Describe the criteria for selecting board members.



Grant Application
(revised October 2009)

D. Other

1. Copy of the organization's most recent annual report (if available).

E. Optional: letters of support, recent newspaper/magazine articles. *Please use discretion in limiting additional attachments.*



Program/Project Budget—Current Request

This format is optional and can serve as a guide to budgeting. If you already prepare project budgets that contain this information, you may submit them in their original forms. Attach a narrative explaining the budget, if necessary.

PROGRAM/PROJECT INCOME

Fiscal Year: _____

<u>Source</u>	<u>Amount Committed</u>	<u>Amount Pending*</u>
<i>Support</i>		
Government grants	\$	
Foundations	\$	
Corporations	\$	
United Way or federated campaigns	\$	
Individual contributions	\$	
Fundraising events and products	\$	
Membership income	\$	
In-kind support	\$	
Investment income	\$	
<i>Revenue</i>		
Government contracts	\$	
Earned income	\$	
Other (specify)	\$	
Total Income	\$	

*Note: Pending sources of support include those requests currently under consideration. Please indicate anticipated decision date

PROGRAM/PROJECT EXPENSES

<u>Item</u>	<u>Amount</u>	<u>%FT/PT</u>
Salaries and wages (break down by individual position and indicate full- or part-time.)	\$	
	\$	
	\$	
	\$	
SUBTOTAL	\$	
Insurance, benefits and other related taxes	\$	
Consultants and professional fees	\$	
Travel	\$	
Equipment	\$	
Supplies	\$	
Printing and copying	\$	
Telephone and fax	\$	
Postage and delivery	\$	
Rent and utilities	\$	
In-kind expenses	\$	
Depreciation	\$	
Other (specify)	\$	
	\$	
Total Expense		
Difference (Income less Expense)		



Organization Budget

This format is optional and can serve as a guide to budgeting. If you already prepare an organization budget that contains this information, you may submit it in its original forms. Attach a narrative explaining the budget, if necessary.

ORGANIZATION INCOME

FISCAL YEAR: _____

<u>Source</u>	<u>Amount</u>
<i>Support</i>	
Government grants _____	\$ _____
Foundations _____	\$ _____
Corporations _____	\$ _____
United Way or other federated campaigns _____	\$ _____
Individual contributions _____	\$ _____
Fundraising events and products _____	\$ _____
Membership income _____	\$ _____
In-kind support _____	\$ _____
Investment income _____	\$ _____
 <i>Revenue</i>	
Government contracts _____	\$ _____
Earned income _____	\$ _____
Other (specify) _____	\$ _____
_____	\$ _____
_____	\$ _____
Total Income	\$ _____

ORGANIZATION EXPENSES

FISCAL YEAR: _____

<u>Item</u>	<u>Amount</u>
Salaries, wages and benefits _____	\$ _____
Insurance and/or other taxes _____	\$ _____
Consultants and professional fees _____	\$ _____
Travel _____	\$ _____
Equipment _____	\$ _____
Supplies _____	\$ _____
Printing and copying _____	\$ _____
Telephone and fax _____	\$ _____
Postage and delivery _____	\$ _____
Rent and utilities _____	\$ _____
In-kind expenses _____	\$ _____
Depreciation _____	\$ _____
Other (specify) _____	\$ _____
_____	\$ _____
_____	\$ _____
Total Expense	\$ _____
Difference (Income less Expense)	\$ _____