

Kiani Foundation Grant

Grant Proposal Format

- I. **PROPOSAL SUMMARY:** one-half page, maximum
Please summarize in a short paragraph the purpose of your agency. Briefly explain why your agency is requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if a grant is made.
- II. **NARRATIVE** - Five pages maximum.
 - A. **Background** - Describe the work of your agency, addressing each of the following.
 1. A brief description of its history and mission.
 2. The need or problem that your organization works to address, and the population that your agency serves, including geographic location, socio-economic status, race, ethnicity, gender, sexual orientation, age, physical ability, and language.
 3. Current programs and accomplishments. Please emphasize the achievements of the recent past.
 4. Number of paid full-time staff; number of paid part-time staff; number of volunteers.
 5. Your organization's relationships - both formal and informal - with other organizations working to meet the same needs or providing similar services. Please explain how you differ from these other agencies.
 - B. **Funding Request** - Please describe the program for which you seek funding.
 1. If applying for *general operating support*, briefly describe how this grant would be used.
 2. If your request is for a *specific project*, please explain the project including:
 - A statement of its primary purpose and the need or problem that you are seeking to address.
 - The population that you plan to serve and how this population will benefit from the project.
 - Strategies that you will employ to implement your project.
 - The proposed staffing pattern for the project, and the names and titles of the individuals who will direct the project.
 - Anticipated length of the project.
 - How the project contributes to your organization's overall mission.

C. Evaluation - Please explain how you will measure the effectiveness of your activities. Describe your criteria for a successful program and the results you expect to have achieved by the end of the funding period.

III. ATTACHMENTS - Please label all attachments to correspond to the bold-faced, capitalized items below.

A. Financial Information - Please provide the dates that each document covers.

1. **MOST RECENT FINANCIAL STATEMENT**, audited if available. This statement should reflect **actual expenditures and funds received** during your most recent fiscal year.
2. **OPERATING EXPENSE BUDGETS** for the current and most recent fiscal year aligned side by side on the same page
3. **A LIST OF FOUNDATIONS AND CORPORATE SUPPORTERS** and all other sources of income, with amounts, for your **current** and **most recent** fiscal year.
4. **LIST OF FOUNDATIONS, CORPORATIONS AND OTHER SOURCES** that you are **currently** soliciting for funding and, to the best of your knowledge, the **status of your proposal** with each.

If project funding is requested:

5. **CURRENT EXPENSE BUDGET FOR THE PROJECT** - List each staff line separately and include % of time spent on project. Indicate the specific uses of the requested grant, if possible.
6. A list of all **SOURCES OF INCOME** toward the project, actual and prospective with amounts.

B. Other Supporting Materials

1. A list of your Board of Directors, with their affiliations.
2. A copy of your most recent CRA letter indicating your agency's tax exempt status, or, if not available, an explanation.
3. One-paragraph resumes of key staff, including qualifications relevant to the specific request.
4. Your most recent annual report, if available.
5. *No more than three* examples of recent articles about, or evaluations of, your organization, if available.