

# ***Civic Foundation Grant Request Format***

## **I. PROPOSAL SUMMARY** - 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** - three pages maximum - please provide statements for all items:

### **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.
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.

### **B. Funding Request** - include the following:

1. A statement of its primary purpose and the need or problem that you are seeking to address.
2. The population that you plan to serve and how this population will benefit from the project. Also the percentage of the population that resides in Northbrook.
3. Strategies that you will employ to implement your project.
4. 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 achieve by the end of the funding period.

## **III. ATTACHMENTS:**

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

A. Your MOST RECENT YEAR-END FINANCIAL STATEMENT; audited if available. This statement should reflect actual expenditures and funds received during your most recent fiscal year.

B. A CURRENT EXPENSE BUDGET FOR THE PROJECT.

C. A list of all SOURCES OF INCOME toward the project, actual and prospective, with amounts.