COMMON PROPOSAL FORM

# FULL PROPOSAL NARRATIVE

The full Proposal Narrative is to provide a complete description of the request. This is a suggested format that includes the most common information asked by foundations and corporate grant makers. Read the Common Proposal Instructions before you begin. We strongly recommend that you check the specific guidelines developed by the funder before completing this form. The suggested limit is eight (8) pages.

Organization Name:

Project Name (if any):

## Organization Information

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| 1. Organization’s History: |

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| 1. Organizational Goals and Objectives (short-term and/or long-term): |

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| 1. Programs and Services (briefly describe your organization’s programs and services): |

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| 1. Organizational Structure (board, staff, volunteers): |

A Diversity Data Form may be used to provide this data.

## Proposal Information

If you are requesting general operating support, provide information about your organizations overall purpose, operating needs, and strategic plans.

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| 1. Description of Program/Project: |

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| 1. Description of Need (What is the issue you plan to address? What is your approach? What research supports your idea? How does your strategy differ from others in the field)? |

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| 1. Specific Activities (Include information about service delivery and/or timeline.): |

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| 8. Objectives and Goals for this Request (How will this grant strengthen the organization, address the issues, make improvements, or achieve success?): |

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| 1. Evaluation (What are the anticipated outcomes and how will you know if you are successful?) |

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| 1. Other (Use this space to provide any additional information that you feel would be relevant to this grant request that is not covered in the sections above or respond to any other questions an individual grant maker may have.): |

### Budget Information

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| **Use the Budget Forms to provide the organizational financial information and the program or project budget, both income and expenses.** Use this section below to indicate what funding you have received from other foundations, and from which other foundations you plan to seek funding. Describe any unusual or special circumstances and provide an explanation/justification of funding request and the amount.  Narrative: |