

Grant Proposal Template – Memorial Foundation Inc.

Please include the following:

Organization Name:

Person Preparing Proposal:

Executive Summary:

Mission / Purpose: Please include SMART goals.

Request / Ask:

Population (Demographics) Receiving Services: Please provide an estimate of targeted individuals along with the demographics if possible.

Background / History:

Planning, Evaluation & Measurement: Please include 4-5 measures of success that can be tracked year over year if appropriate.

Sustainability: If hiring staff please include the longer-term plan to incorporate them into budget.

Partnership: For this organization, what ideas come to mind around informing others of Memorial's support with the community served, and/or the community at large (ie – banners, newsletters, website, etc.?)

Please provide 2-3 times you/your team are available to meet for one hour in the next 2 weeks.

Please fill out the financial requests on the following page

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Budget Needs	
Personnel	
Description	
Total \$\$ Personnel	
Programs / Outreach / Education	
Description	
Total Purchases	
Building/Renovations/Construction (If appropriate)	
Description	
Total B/R/C	
Other	
Description	
Total Other	
Total Requested – Please total all the request (s).	
For the overall operating organization, please provide the % of each dollar that goes to the recipients of service if appropriate.	

Email completed request to Wendy.Smith@bjc.org