



Organizational Excellence Request for Proposal Application Form

Organization Name: _____

Address: _____

Contact Person: _____

Phone: _____ E-Mail: _____

What is the amount of your request? _____

What is the total project cost? _____

What amount is your organization contributing to the project/program if any? _____

Submit the following information regarding your project. Due to the number of applications expected it may not be possible for the community foundation to seek additional information. Grant applications should not exceed three pages.

1. What is the purpose and mission of your organization?
2. Describe the current challenges and opportunities your organization is facing that this grant would help assist.
3. Has your organization completed an organizational assessment? If so, which tool did you use?
4. Describe the top 3 capacity needs of the organization, how they were identified, and how you determined the area of focus for this grant request.
5. How would Organizational Excellence funds be used (please list any consultants or third-party tools that will be utilized and how they were identified)?
6. Describe how this grant will make your organization stronger in the short-term (1-2 years) and how the impact will be maintained in the long-term (3-5 years).
7. Summarize how the grant will help your organization increase the quality of its programs and services for the community.

Additional Information (include as attachments):

- Project Budget - include both income and expense for the project. Please identify income sources as cash or in-kind.
- Project Timeline
- 2018 Annual Operating Budget
- List of Board members and project leaders

- Letter from organization's Board of Directors stating its commitment to this effort
- Proof of 501c3 status (or fiscal agent agreement)

Grant proposals should be submitted via mail, e-mail or hand delivered to Abbie Bush by 5:00 p.m. on Monday, April 2.

For additional information contact:

Abbie Bush at abush@heritagefundbc.org or 812.376.7772

It is the general policy of Heritage Fund – the Community Foundation of Bartholomew County to include people without regard to age, disability, economic circumstances, ethnicity, gender, race, religion, or sexual orientation in carrying out our mission.