

Christopher Douglas Hidden Angel Foundation

PROPOSAL REQUIREMENTS – Step 2

ABSTRACT

300 words (more or less) that summarize your grant project. Start by identifying the applicant agency and its basic mission. Continue with a few sentences about the need being addressed. State the nature of the project; include the objectives and the outcome you hope to achieve. Be certain to mention any partners; briefly explain their roles in the project.

STATEMENT OF NEED

This ranges from 1 to 8 pages (the more complex the project, the more detailed the need statement). Show need by discussing a situation (excessive truancy, elderly with particular disabilities. – Lack of MSE for individuals with disabilities open to the general public, etc.) that is made challenging due to the lack of resources.

PROJECT DESCRIPTION

3 to 5 pages describing the service or program you plan to provide. Identify the specific population that will benefit, and project how many people will be impacted. If collaborating with other agencies, identify their roles in the delivery of services and be clear about which agency is lead. Identify a Project Coordinator and “bullet” the coordinator’s responsibilities for getting the job done.

GOALS & OBJECTIVES

Describe the goals and objectives help you achieve the goal and are written in terms that measurable (e.g. the MSE program will operate weekends; serving 24 families, etc).

ACTIVITIES & TIMELINE

This is a chart. In column A list the activities needed to accomplish the stated objective. In column B list the person responsible for the activity. Column C shows the documentation. In columns D, E, F, and G, denote the quarter in which the activity will be completed.

BUDGET NARRATIVE

Use a spreadsheet. Organize Column A according to Expenditure Category. Column B shows the calculation (how you arrived at the total cost). Column C contains the total cost for the item on that line. Be certain to include a sub-total for each Expenditure Category.

(A) Category	(B) Calculation	(C) Total Cost
Personnel		
Electrician	1 day	\$1,000
Carpenter / Painter	2 days	\$1,500
	<i>Sub-Total Personnel:</i>	\$2,500
Supplies/Equipment		
MultiSensory Equipment	Bubble tubes, solar projector, fiber optics, aroma diffuser, (etc., etc.)	\$14,249
Add on Kit	Mirror Panels, Vibrating Pillow (etc., etc.)	\$979
	<i>Sub-Total Supplies/Equipment:</i>	\$15,228

BUDGET SUMMARY

This is also a spreadsheet but it contains only the Expenditure Categories and the Total Costs for a single project year.

Category	Total Cost
Personnel	\$2,500
Supplies/Equipment	\$ 15,228
Travel	\$2,450
Training	\$2,500
Grand Total:	\$22,978