 **Grant Proposal Form** 

Please complete and submit this form, including any attachments that you deem material. To fully evaluate and understand your proposed program, please provide detailed responses which address our grant criteria (outlined separately). You may attach a separate sheet(s) with additional details as necessary. To see examples of programs we have funded, visit our website at [www.MarysGivingFund.org](http://www.marysgivingfund.org), watch this video about some of our programs  (<https://youtu.be/vmvpzEebKhE>), and watch this video about our program with The Edna W. Runner Tutorial Center (<https://youtu.be/xjLd_qt4EZ4>).

**Proposed Program and Organization Details**

1. What is the proposed program **name?** (Note that it will appear on all our marketing information, such as our website).
2. Please provide a general program **narrative** outline of the proposed program. For example, identify the target group(s) served, what the program entails (including details to give us a better understanding), the need(s) the program is(are) trying to solve/support, what the grant is specifically paying for as part of the program, and any additional partners/sponsors and amounts not previously mentioned. **Be sure to specifically address how this program addresses the mission of the Mary’s Giving Fund.**
3. What is the name, address, telephone, email and website of your charity/**organization**? If different, what is the correct name and address for the grant to be paid (and please explain the difference).
4. Who will be the **program champion** at your organization (i.e., the primary advocate and point person for contact, communication and follow-up on behalf of the program at your organization), and what is their contact information (if different than above)?
5. What **number of children** do you estimate will be impacted by the program and what portion of those children are from an underserved community?
6. What is the requested **amount of funding** for the program? If the organization receives funding from other sources for this program, please provide details about the other source(s) and amount(s).
7. What is the program **budget**, including line-item details and amounts? (Please attach a budget document if easier)
8. What are the **overall program goals**? In addition to a general description, please be sure to list two to four program goals you hope to achieve, as well as exactly how success in achieving those goals will be measured.
9. Please describe how Mary's Giving Fund will be **recognized** (e.g., website, media coverage, social media, public relations, logo placement on items distributed, etc.).
10. What are the program **start and end dates**, and if the program is approved, when would you need to receive funds from us?
11. What is the date we should expect to receive the **Post-Program Evaluation** from you?
12. Will the program be held **annually**?  Yes/No If not annual, please explain.

**Additional Information**

1. Please provide us with a one-paragraph write-up of the proposed program for use on our **website** if the grant is approved (see [www.MarysGivingFund.org](http://www.marysgivingfund.org) for examples from our other programs).
2. Please provide us with some **pictures and/or videos** about your organization and the proposed program that you currently have available. Can we use any of these on our **website** now and will you be able to provide us with any additional pictures and videos in the future as the program progresses?
3. Is your organization an approved **IRS 501(c)3 nonprofit**? Yes/No If yes, please attach a copy of your IRS determination letter, and if no, please explain your charitable status.
4. Is your organization a **registered nonprofit in your state**? Yes/No If yes, what state?
5. Are all grant activities **accessible** to all members of the public regardless of gender identification, race, color, national origin, religion, or disability status? Yes/No If no, please explain.
6. Please provide two to three **references** and their contact information from other current or past community partner organizations or grant funders. If not applicable, please explain.
7. What else would you like to add that will give us a **better understanding** of the proposed program?
8. What is the name of your **contact** at Mary’s Giving Fund (can be added later if unknown)? How did you become **aware of Mary’s Giving Fund** and the possibility of obtaining a grant?