

Mary E. Bivins Foundation Grant Application Summary

A high level overview of the information requested in the grant application

I. Organization Information

II. Contact Information

III. Organization Funding Sources

- a. Provide the last 3 years financial information using your most recent fiscal year end numbers, IRS 990 or Audit. Indicate in the "Financial Type & Date" field which source you are using and fiscal year date. Year 1: Income, Expense, Excess/Deficit and Net Assets / Year 2: same info / Year 3: same info
- b. Indicate the **approximate percentage** of your organization's funding sources from the most recent IRS 990 or Audit: Religious Organizations, Civic Clubs, Corporate/Business Donors, Individual Donors, Foundations, Special Events (net earnings), Endowment Income, Fees/ earned income Government Grants, Government Contracts, United Way, In-Kind Contributions and Other

IV. Proposal Information

- a. Project/program title
- b. Purpose of funding request
- c. Estimated total number of individuals that would benefit from this program/project?
- d. Project start and end dates
- e. Total project budget
- f. Amount requested from the Mary E. Bivins Foundation (MEBF)
- g. To date, how much money has been raised toward the program/project?
- h. Identify the amount and source of monies raised to date for this program/project – from whom and how much.
- i. List other funding sources you intend to seek for this program/project and how much from each source.
- j. How will this program/project be sustained in subsequent years if MEBF grants the initial funding?
- k. How will the program/project be impacted if your funding request is denied by MEBF?
- l. Have you ever received a grant from MEBF? Please include when, how much and for what?
- m. Do you have a long-range (3-5 year) fundraising plan? If yes, please describe.

V. Narrative Information

- a. Organizational Background: Provide 1) the organization's mission statement 2) a brief summary of your organization's history 3) a list of major programs or activities 4) clients served 5) significant accomplishments of the organization and staff.
- b. Project Description: Provide 1) an overview of the program or project for which you are requesting funding 2) a description of its relevance to the priorities and mission of the Mary E. Bivins Foundation.
- c. Problem or Needs Statement: Provide a well-documented description of the problem or need that this program will address and its significance to the community. Include a list of all similar programs or agencies in the Panhandle and explain how your organization/program differs from these other providers. Finally, describe the efforts that have and will be made to work together with these groups.
- d. Impact: Define the intended impact of the program/project for which you are requesting funding.
- e. Goals and Objectives: Describe the specific goals of the program/project and provide a set of measurable objectives for each goal.
- f. Methods: Provide 1) a plan of action or the sequence of activities to be carried out 2) a project timeline 3) project administration and management activities 4) a list of the key personnel involved with the project 5) staff/volunteer qualifications and responsibilities.
- g. Evaluation: Detail how you will evaluate whether or not the intended impact has been achieved. The evaluation plan should link directly to the objectives outlined and include the proposed methodology for collecting related information and/or data as well as how evaluation results will be reported.
- h. Collaboration: If the project is a collaboration, list all project partners and describe their roles.
- i. Vision: What would a successful program/project look like to you?

IV. Authorization

Signatures of ED, CEO, and Board Chair.