

Mary E. Bivins Foundation Grant Application Summary

I. Organizational Funding Sources

- a. Complete the requested 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 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, other

II. Proposal Information

- a. Project/Program Title
- b. Purpose of Funding Request
- c. Total Project Budget
- d. Amount requested from the Mary E. Bivins Foundation (MEBF)
- e. Project Start and end dates
- f. To date, how much money has been raised toward the program/project?
- g. Please list details of current money raised: From Whom? How Much?
- h. List other funding sources you intend to seek for this program/project and how much from each source.
- i. How will this program/project be sustained in subsequent years if MEBF grants the initial funding?
- j. Estimated total number of individuals that would benefit from this program/project?
- k. How will you evaluate and measure the program/project's impact on intended beneficiaries?
- l. How will the program/project be impacted if your funding request is denied by MEBF?
- m. Have you ever received a grant from MEBF? Please include when, how much and for what?
- n. Do you have a long-range (3-5 year) fundraising plan? If yes, please describe.
- o. Then some general questions about demographics of population(s) to be served.

III. Narrative Information

- a. Background Statement (Organization's mission statement and a general description of its history, major programs or activities, clients served, and how the proposed project is related. Also include any significant accomplishments of the organization and staff.
- b. Summary (A narrative that summarizes the request.
- c. Collaboration: list all project partners and describe their roles. If program or project is not a formal collaboration, provide a list of similar existing projects or agencies, if any, and an explanation of how your organization or proposal differs and what efforts will be made to work cooperatively.
- d. Problem or Needs Statement: Provide a well-documented case statement or description of the problem Or need to be addressed, its significance to the community, and its relevance to the priorities and mission of MEBF
- e. Goals: Describe the general purpose and scope of the program/project.
- f. Objectives: Provide measurable objectives
- g. Methods: Provide a plan of action or the sequence of activities to be carried out. Also include a description of project administration and management activities and a list of the key personnel involved with the project. Provide a project implementation timeline and staff/volunteer qualifications and responsibilities.
- h. Evaluation Plan: Provide a plan to evaluate the impact of the project. The evaluation should be linked directly to the objectives outlined and include plans for collecting related information and/or data as well as how evaluation results will be reported.
- i. What would a successful program/project look like to you?

IV. Authorization

Signatures of ED, CEO, and Board Chair.