

FOUNDATION FOR COMMUNITY HEALTH PROPOSAL OUTLINE

Your proposal should be assembled as follows:

A. Organization Cover Sheet (enclosed)

B. Executive Summary of the Proposed Program (1page)

- Need and supporting data
- Service area and population to be served

Remember this is a synopsis of the most important points from the Narrative.

C. Narrative (maximum of 10 pages)

1. Organization Information

- Organization history
- Mission and goals, future challenges & long-range plans
- Current programs and activities
- Accomplishments

2. Problem Statement

- a. Description of issue or need to be addressed by proposed program
- b. Supporting facts and documentation of need for the proposed program

3. Project Description

- a. Description of proposed program
- b. Identify target population and number of people to be served
- c. Project goals, objectives and activities (complete Logic Model Forms)
- d. Other organizations or funders participating in the project and their role
- e. Timetable for implementation

Tip: If a similar program has been conducted by your organization or another, please discuss its impact. Does the proposed program represent an expansion of services in your area? If so, be sure to justify the expansion and explain how it is not duplicating existing services. If not, define its potential to serve as a model program locally or nationwide.

4. Evaluation (1 page)

What impact will you have? How will you know? Who will do the evaluation? How will the results be used?

5. Budget

- a. Narrative
 - i. Explain any unusual line items and/or fiscal issues affecting your organization.
 - ii. Share plans for long term funding following expiration of the grant.
 - iii. Describe efficiencies created both programmatic or financial (if applicable)
 - iv. Highlight any other funds leveraged
- b. Budget Worksheets