

BORREGO VALLEY ENDOWMENT FUND GRANT PROPOSAL

APPLICATIONS DUE MAY 30

Please submit the following items in one Word document or PDF file with the name of your organization, the words “**The Borrego Valley Endowment Fund Grant Cycle**” and the requested amount in the upper right-hand corner of each page:

Part A: Project Goals, Objectives, and Expected Results (maximum of one page)

Part B: Project Narrative (maximum of four pages)

Part C: Project Budget (maximum of one page)

Part A: Project Goals, Objectives and Expected Results

The Statement of Goals, Objectives and Outcomes should be **NO MORE THAN ONE PAGE**. For the application portion, please synopsise into the word limits indicated online.

Organization: A brief statement of your organization’s mission, history, and population served.

Goals: The goals should be an inspirational statement. They do not need to be measurable or time-limited.

Objectives: Objectives are the specific, measurable, and time-limited statements of purpose intended to guide your organization’s activities towards achieving the goal. Answer the questions: “**What steps will you take to achieve the goal and in what time frame?**”

Expected Results of Your Organization’s Program/Project: Expected results are the individual, organizational or community-level changes that can reasonably occur during the grant period as a result of the proposed activities or services. The expected outcomes may relate to a new level of functioning of an organization, new or expanded resources devoted to addressing the goal or specific changes in the knowledge, attitude, action and behaviors among program participants after participating in the program. The grant objectives and expected results should describe **what is expected to happen as a result of this grant**.

Part B: Project Proposal Narrative

What should be included in the four-page Narrative Description? (*This document can be up to four pages long when single spaced, 12 pt. Times New Roman font with one inch margins*)

1. **Purpose of the Grant**

- Give a brief description of the program or project for which you are seeking funding and explain how it will contribute to improving opportunities for the population served.
- Submit a 100-word or less project summary.
- Describe the specific program goals, i.e., what results are you committed to achieving and in what time frame, *please submit a timeline?*

2. **Program Description**

- Describe the main strengths of the program.
- Describe the research-based, proven model for the proposed program.
- Provide evidence of the success of this or similar approaches on the population in Borrego Springs or elsewhere.
- Explain the impact of the program on the target population.
- Describe how the program might be sustainable, replicable, and/or scalable.

3. **Program Leadership**

- Who (which key individuals) will be responsible for the program's leadership and for achieving the program goals? Who will be responsible for implementing the program and what specific skills and experience do they offer? Please include brief bios of your applicable key staff members.
- How will other staff, board, local community members and/or families of your targeted population contribute to the program's success?
- What collaborative relationships with other nonprofit, government agencies, individuals and/or businesses will you use? How do they contribute to the program's success?

4. **Organization**

- What is the priority of the proposed program within the organization and/or within the fiscal sponsor's organization? The fiscal sponsor organization has to have the management capability for financial administration of the grant.
- What critical resources will the organization and/or fiscal sponsor, if applicable, contribute?
- If the Borrego Valley Endowment Fund were to fund this project, how would your organization sustain the project beyond the proposed one-year grant period?

5. **Performance**

- How will you measure/continue to measure the program success (e.g., what data do you or will you use to demonstrate the achievement of the program goals?) What measurable objectives do you hope to have achieved at the 12-month mark?
- Who will be involved in the program evaluation?
- How will the results of the evaluation be used?

Part C: Project Budget and Budget Narrative

Budget Narrative and forms – please use the budget template sample shown below

Program Budget Form - SAMPLE

Organization: _____ Program Title: _____

Total Organization Budget: \$1,000,000

Total Amount Requested: \$25,000

<i>Expense Categories</i>	<i>Requested Amount from The BORREGO VALLY ENDOWMENT FUND</i>	<i>Total Project Budget</i>
<i>Salaries/benefits</i>	<i>\$5,000.</i>	<i>\$20,000</i>
<i>Project Expenses</i>	<i>\$10,000.</i>	<i>\$30,000</i>
<i>Communications/outreach</i>	<i>\$2,500</i>	<i>\$15,000</i>
<i>Office Supplies</i>	<i>\$2,500</i>	<i>\$35,000</i>
<i>In Kind Contributions</i>		<i>\$25,000</i>
<i>Capital Expenses</i>	<i>\$5,000</i>	<i>\$5,000</i>
Total	<i>\$25,000</i>	<i>\$130,000</i>

What, specifically, are you asking the Borrego Valley Endowment Fund to support?

- What are the other sources of funding for the proposed program or project? What is the status of these other sources of funding? Quantify and include in-kind contributions. If requesting capital funds, please detail what you will purchase and how the project will benefit from these purchases.
- Describe expected in-kind contributions.
- Audited financial and/or 990 form will be requested later if your organization is selected for a site visit.

Definition of terms:

- **Capital expenses** are purchases or acquisitions of fixtures or equipment.
- **In-kind contributions** (external) are those items given or donated to the organization by an outside source such as volunteer hours (calculated as if they were paid staff) and goods (food, space, office equipment and supplies, etc.).

**Submit your grant proposal to the Borrego Valley Endowment Fund
c/oLorry Seagrim, P.O. Box 1633, Borrego Springs CA 92004-2506**

**or
lseagrim@msn.com**