

The Horizon Foundation

Grant Proposal Format

PLEASE PROVIDE ONE ORIGINAL AND THREE COPIES OF THE COVER SHEET, NARRATIVE, FINANCES, SUPPORTING DOCUMENTATION AND ONE SET OF ATTACHMENTS.

I. COVER SHEET [*maximum of two pages*]

The following must be included in this order:

- A. Date
- B. Name and address of organization
- C. Primary contact person for this project, and this individual's title
- D. Phone, FAX, and email for contact person
- E. Title of proposal (not to exceed 75 characters)
- F. Proposal summary (not to exceed 400 characters)
- G. Priority area to be addressed
- H. Relationship of the proposal to the organization's mission statement
- I. Statement summarizing the purposes and activities of the overall organization
- J. Period the grant will cover
- K. Dollar amount requested for this proposal
- L. Total annual budget amount and fiscal year for the organization
- M. Organization's total (both full and part-time) staff
- N. Cover sheet signature
 - Organizations – chief executive at staff level, usually the executive director or president
 - Public Agencies – the senior officer within the agency
 - Public Schools – school principal or Superintendent's Office, where applicable

II. NARRATIVE [*maximum of ten double-spaced pages*]

A. Organization Information

1. Brief summary of the organization's history
2. Brief statement of the organization's mission and goals
3. Description of current programs, activities and accomplishments
4. Overview of organizational structure, including board, staff, and volunteer involvement, if applicable

B. Purpose of the Grant

1. Statement of needs/problems to be addressed
2. If applicable, description of target population(s), including number to be served, and how they will benefit
3. Description of the goals and objectives of the initiative (*measurable, if possible*), and statement as to whether this is a new or ongoing part of the sponsoring organization
4. Plans to accomplish the goals and objectives

5. Timetable for implementation (*be specific*)
6. Other organizations (if any) participating as partners in the proposal, and their roles
7. List of names, qualifications (or attach resumes in Section V), and job descriptions for key staff and/or volunteers responsible for this initiative
8. Strategy for funding this initiative at the end of the grant period

C. Evaluation

1. Plans for evaluation, including how success will be defined and measured
2. How evaluation results will be used and/or disseminated

III. GRANT BUDGET [*the following information must be provided*]

A. Time period this budget covers

B. Expenses for this initiative—Include a description and the total amount for each of the relevant expense categories in the following order:

- Salaries (*specify individual salaries, and whether full-time or the % part-time*)
- Payroll taxes
- Fringe benefits
- Consultants and professional fees
- Travel
- Equipment
- Supplies
- Printing and copying
- Telephone, FAX, other communications
- Postage
- Rent/Occupancy costs
- Utilities
- Maintenance
- Evaluation
- Other (*specify each as separate item*)
- Total expenses

C. Revenue for this initiative—Include a description and the total amount for each relevant revenue category, in the following order: (*Please indicate whether revenue sources are committed, pending, or anticipated*).

1. Grants and Contracts

- Local government
- State government
- Federal government
- The Horizon Foundation
- Other foundations
- Corporations
- United Way
- Other (*specify each as separate item*)

2. **Earned Income**
 - **Individuals**
 - **Client/patient related**
 - **Events**
 - **Publications/products**
 - **Other** (*specify each as separate item*)
3. **Membership Income**
4. **In-kind Support**
5. **Other** (*specify each as separate item*)
6. **Total Revenue**

- D. **List amounts requested (or to be requested) from other foundations, corporations, and other funding sources for this proposal**
- E. **List the organization's affiliation with the United Way, federated funds or public agencies, if applicable**

IV. SUPPORTING DOCUMENTATION

- A. **Letter from the chair of your board of trustees or comparable agency official — or meeting minutes that clearly indicate board approval of this proposal**
- B. **If applicable, letters from partnering or supporting organization(s)**

V. ATTACHMENTS [*submit one copy only with original proposal*]

- A. **A copy of the current Internal Revenue Service determination letter indicating 501 (c)(3) tax exempt status, or, if not available, an explanation of application status**
- B. **Provide ONE copy of the budget for the overall organization (current fiscal year or calendar year) as well as the last audited financial report for the organization**
- C. **Board of Directors**
 1. **Brief description of board responsibilities**
 2. **List of board members with occupations, community affiliations, etc.**
- D. **Annual report for the organization, if available**

PROPOSAL PREPARATION: GENERAL GUIDELINE SUMMARY

Format

- 12 font – Times New Roman or Arial
- Double Space
- 1” margins

Assembly

- Use binder clips or paper clips only to secure each of the four (4) sets of documents together

Note: We do not accept bindings such as spiral, tape, wire, plastic covers, sheet protectors or staples

Receipt of Proposals

- Must be received in The Horizon Foundation office by 4:30 PM on the date due
- Submit:

One (1) original and three (3) copies of the Cover Sheet, Narrative, Grant Budget, Supporting documentation

One (1) set of attachments

Note: We do not accept FAXed or electronically transmitted proposals

Signature(s)

- Appropriate signature(s)

Failure to comply with the above guidelines may result in rejection of proposal.

Submit to:

**THE HORIZON FOUNDATION
10480 LITTLE PATUXENT PARKWAY
SUITE 900
COLUMBIA, MARYLAND 21044
TEL: 410.715.0311
FAX: 410.715.2973
<http://www.thehorizonfoundation.org>**

Note: The Horizon Foundation Offices have moved to the above address, immediately adjacent to the Columbia Mall