LICKING COUNTY FOUNDATION

PREPARING A GOOD PROPOSAL

GOOD PROPOSAL ELEMENTS

The Foundation looks for certain qualities when we review grant proposals. As you complete your application, please consider how your program or project takes these elements into account.

- **Accountability:** Does the proposal use reliable data to design and implement strategies that address a critical community need or opportunity? Does it avoid duplication of existing services and document the need for additional services?
- **Collaboration:** Does the proposal bring people and organizations together to form effective partnerships and collaborations?
- **Evaluation:** Does the proposal include an effective mechanism for measuring program outcomes?
- **Innovation:** Can this pilot project, if successful, be duplicated by other organizations?
- **Justice:** Does this proposal promote equity, mutual respect and understanding, and open access for all?
- **Leverage:** Does this proposal provide a way to amplify our resources by forming partnerships with other grantmakers, government agencies or the private sector?
- **Management:** Does the nonprofit organization demonstrate the expertise and experience necessary to accomplish the project?
- **Planning:** Does the project advance the mission of the organization; is it driven by the organization's board; and does it include clearly stated goals, timelines and objectives?
- **Prevention:** Does the proposed strategy allow intervention at a point where it is possible to focus on the root causes of a problem?
- **Social Capital:** Does the proposal build and promote connections among people of different racial, ethnic, age or income groups in a way that strengthens communities?
- **Sustainable:** Does the nonprofit organization operate under sound financial principles and have a plan for ongoing financial and community support to ensure its own future and that of the project?

GENERAL

- **Read the instructions carefully:** Please be sure to include all requested information. The Grant Review Committee members will note your ability or inability to follow directions.
- **Community Needs Assessment:** An important aspect of your proposal is communicating how you have determined the need for your program/project in Licking County. One resource available to all applicants is the 2016 Report Summary of the Licking County Community Blueprint. The summary may be accessed at http://www.unitedwaylc.org/#!community-blueprint/l7g6f; copies of the report are available at the Foundation, United Way, or the main branch of the Licking County public library.

CONTENT

- **Applications should be brief and to the point:** Avoid using technical or professional jargon that might be unfamiliar to committee members. Define all acronyms used the first time they appear. Remember, those making the grant recommendations are unlikely to be professionals in your particular field.
- **Demonstrate that you have the support of others for your organization, and this project specifically:** Include other foundations, corporations, and individuals who have already donated or will be working with you to make the project successful. Letters of support are not required, but may be attached. Letters from key service-delivery partners are recommended.

FINANCIAL INFORMATION

- **Fill out all financial information in the application:** This is required of all applicants.
- **Include your organization's most recently completed financial statements:** Please provide this information in whatever form you maintain the information.
- **Complete the *Project Budget Summary*:** The *Project Budget Summary* should be an itemized list of the cost of your project. The Grant Review Committee needs to know how you determined the project cost. Include formulas wherever possible; attach estimates or quotes, as needed.
- **Ask for a specific amount in your request:** Be sure to indicate if you can accept partial funding; identify if/how you will modify the project goals.

ATTACHMENTS

- **Acknowledge missing information:** If you do not submit one of the requested attachments, please state why you have not included the information.
- **Label all attachments:** It is helpful to arrange attachments in the order addressed in the application. Use titles that include the name of your organization and the name of the document (e.g. LCF.ProjectEstimate1). The preferred format for attachments is .pdf, although Word and Excel are also allowed in certain sections.

PRESENTATION
Helpful information for submitting a reviewer-friendly proposal:

- Use upper and lower case letters
- Use paragraph format
- Spell check and review for word count limits

WE'RE HERE TO HELP
Ask questions: The Foundation's Program Officer, Amy Dell, is available to answer questions you may have regarding the grant process: amy@thelcfoundation.org or 740.349.3863 x108.