

PROPOSAL APPLICATION INSTRUCTIONS

The first step in the application process is the submission of a proposal. Submit one original and the required attachments that are outlined below. **Also, submit the Proposal, Proposal Summary and Project Budget electronically using Microsoft Word and Excel.**

I. PROPOSAL SUMMARY:

Please clearly summarize the purpose of your organization. Briefly explain why your organization is requesting this grant, what outcomes it hopes to achieve, and how the funds will be spent if a grant is made. This should be typed into the following Proposal Summary Form, half page maximum.

II. ADMINISTRATIVE DESCRIPTION, BACKGROUND, & QUALIFICATIONS:

- A. Provide your organization's mission and brief history.
- B. Describe your organization's past experience and demonstrated effectiveness particularly as it relates to the problem/issue to be addressed. Include the qualifications of your organization to carry out the proposed project.
- C. List the institutions, organizations, and programs in your community with which you work. Cite examples of ways that this cooperation increases the effectiveness of your client services.

III. STATEMENT OF NEED:

- A. Provide a general statement of need with rationale for the proposed service or activity. Describe your organization's knowledge of the population, area, and/or issues to be addressed.

IV. PROGRAM DESIGN:

Describe the program for which funding is requested, including the following:

- A. **STRATEGIC GOALS** – Clearly state the goals that your proposed service is designed to achieve. Applicants are encouraged to undertake specific activities that address WUIP policy priorities. How does the project contribute to your organization's overall mission?
- B. **ACTIVITIES** – Describe how the program works and what makes it unique. Present a detailed description of each activity that will be implemented, its outreach, where and when it will occur, and its duration. Include a timeline of the year's activities. Will there be fees for service, and if so, is there a sliding fee scale?
- C. **OUTCOMES** – Identify expected outcomes in terms of the impact you will achieve for the community, individual lives, changes in economic status, etc. Be sure to include the total number of women to be served.
- D. **PROJECT MANAGEMENT** – Describe the proposed staffing pattern for the project and their major responsibilities. Include a description of the relevant qualifications, educational background and experience of the individual(s) who will direct the project.

V. MONITORING & EVALUATION:

- A. **BENCHMARKS** – Identify the benchmarks by which you will measure the progress of your program and its activities. Include the outputs that you established for your program activities. Set quantifiable goals, including timeframes, which will allow WUIP to monitor and assess your progress.
- B. **METHODOLOGY** – Identify the methodology you will use to assess success in meeting benchmarks, outputs, outcomes and impact. How will you use this information to improve your program?
- C. **MEASUREMENT REPORTING** – Describe your plans for monitoring results. What tools will you use to document the impact of your program (interviews, questionnaires, observation, etc.)? Who will be responsible for carrying out these activities?

VI. FUTURE FUNDING

- A. If your organization receives a WUIP grant, describe how you will ensure the continuation of the program once the grant year has ended.

VII. MEDIA RELATIONS

- A. If your organization receives a WUIP grant, how will you promote the program through the media? How will WUIP’s partnership with your program be communicated to the public and to the population it serves?

Submit one hard copy of each of the following attachments in this order, and electronic files where indicated:

- 1. Proposal Summary Form (see the following page). **Also submit in MS Word.**
- 2. Proposal - no more than 5 pages (guided by the questions above) **Also submit in MS Word.**
- 3. Project Budget Form (provided) with one-page narrative of requested expenses. **Also submit in MS Word & Excel.**
- 4. Organizational budget for the most recent fiscal year
- 5. Most recent full year financial statements (audited, if available)
- 6. Most recent annual report
- 7. A list of your board of directors including organizational affiliation
- 8. Evidence that your organization is eligible to receive tax deductible contributions under current IRS law (e.g. Most recent IRS 501(c)(3) document).

The deadline for the proposal is July 15, 2008.

We will not accept late applications. Proposals received after the deadline will not be eligible.

Proposals will be reviewed and a grant decision made based on the following schedule. If more information is required to evaluate your proposal, WUIP will contact you.

Proposal Deadline	July 15, 2008
Notification of Grant Decisions	October 16, 2008
Grant Year Starts	January 1, 2009

E-Mail as many parts of the Proposal as possible to: Maxine.Frampton@wuiip.org.
Mail a complete signed RFP with **ALL** attachments to the following address: **Women**

**United in Philanthropy, c/o Bergen County's United Way, 6 Forest Avenue,
Paramus, NJ 07652**

Questions regarding proposal submission may be directed to the following WUIP members:

Janet Sharma
201-489-9454

Maxine Frampton
201-986-7714

jsharma@bergenvolunteers.org

maxine.frampton@wuiip.org

PROPOSAL SUMMARY FORM

Please answer the questions below. Submit your complete proposal both electronically and in hard copy with the proposal summary form attached to the front. Please print or type.

Date: _____

Legal Name of Organization: _____

Name of Program (if applicable): _____

Executive Director: _____

Contact Person (if different from Executive Director, name and title): _____

Address of Organization: _____

Telephone: _____ **Fax:** _____

Email: _____ **Website:** _____

Amount Requested: _____

Annual Organization Budget (current fiscal year): _____

Fiscal Year (month/day/year - month/day/year): _____

Annual Program Budget (current fiscal year.): _____

Please list your three largest organizational funding sources & amounts:

FUNDING SOURCE	AMOUNT
1.	
2.	
3.	

Purpose of Grant:

DATE

SIGNATURE, EXECUTIVE DIRECTOR _____

PROJECT BUDGET FORM

Please attach a budget narrative of expenses relevant to the activities addressed in this request. Detail sources and use of all funds and in-kind contribution. Specifically address how WUIP funds will be used (one page, maximum).

<i>DESCRIPTION</i>	AMOUNT REQUESTED FROM WUIP	AMOUNT SECURED FROM OTHER SOURCES	BALANCE TO BE RAISED	TOTAL
<i>Personnel Expenses*</i>				
Fringe Benefits				
Consultant(s) (Capped at \$450 per day)				
<i>Sub-Total</i>				

Capital & Operational Expenses

Rent/Space Costs				
Utilities				
Equipment (rent, lease, purchase)				
Consumable Supplies				
Travel				
Telephone				
Postage				

Miscellaneous**				
Sub-Total				
Total				

*For each staff person use the following formula:

Monthly Salary x Percentage of Time Devoted to Program x Number of Months (12)

e.g. Project Staff: \$4,000/mo. x 10% x 12 = \$4,800

**Explain in detail in the budget narrative.