

The Competitive Grant Proposal

Proposals must include – and are limited to – a one-page cover letter, three-page proposal outline, and one-page proposed budget. Proposals must use 12-point type and standard one-inch margins.

Cover Letter

The cover letter provides an opportunity for the CEO or head of an eligible organization to state the amount of the request and make a personal, compelling case for support.

Proposal Narrative

Use the following outline headings:

Organizational Mission/Profile

- Nonprofit and religious organizations: state the mission of the organization.

- Academic institutions: state the mission of the organization, and provide an organizational profile – for example, include demographics on students and faculty, degrees offered, undergraduate tuition, and financial aid information.

Description of the Work

Describe specifically and succinctly what you propose to do. Include research and data used in deciding to undertake the work, and describe who will benefit from the work. *(Helpful hint: In the first sentence, tell us specifically what you propose to do and what you expect the result to be. Describe the rationale for the work, including research, data and demographic information related to the work.)*

Activities

Describe activities that you will undertake to implement the work. If appropriate, use a list format. Make certain that the activities you describe correlate with the proposal budget. *(Helpful hint: We suggest that you create a chronological list of specific action steps you will take to implement the work.)*

Organizational Capacity

Provide a brief overview of the organization's capacity to undertake the work. Explain what, if any, experience your organization has had doing the type of work for which you seek support. Tell us who will be responsible for the work and what expertise they bring to the work. Tell us whether or not other organizations in your community, region, or nationally are doing similar work and, if they are, explain if you have sought information from them or will work with them in any way.

Anticipated Change

Tell us what will change because of the work; tell us who will be affected by the change; and tell us how you will know that change occurs. *(Helpful hint: You must predict at the outset of the work what you expect to be different, who will be affected, and to what degree. You must describe your method of tracking the results of the work.)*

Continuation Funding

Describe your plans for sustaining the work beyond the Jessie Ball duPont Fund grant period, including your organization's financial commitment to the work.

Learning from the Work

Explain how and with whom you will share what you learn from doing this the work.

Proposal Budget

Provide a fully allocated, line-item budget of expenses and revenues related to the work. Make certain that your budget reflects all activities listed in the "Activities" section of your proposal and all sources of revenue listed on page two of the application form, including support provided by your organization. Next to each revenue line, indicate whether the revenue has been "secured" or is "pending."

Required Attachments

Application Form

Submit a completed and signed application form with your proposal. Application forms *must* be signed by the CEO or head of the organization.

Financial Information

Submit an electronic copy (PDF file) of your most recent audit. If no electronic copy is available, attach a hard copy with your proposal. If no audit is available, attach a copy of the most recently filed 990 and annual financial statement. Churches must attach an annual financial statement.