

# CWF Grant Proposal Format

Please structure your proposal to provide the following information in the order indicated. Use the headings and subheadings provided. Then, in your own words, address the questions and issues posed in the outline. The questions reflect the general interests and concerns of grant-makers, but are not intended to be conclusive. Additional information pertinent to your project should be included. Please be thorough, yet strive for brevity. Although tightly written proposals are preferred, take the space you need to make your case.

## A. ONE PAGE EXECUTIVE SUMMARY

## B. NARRATIVE

### 1. Organizational information

- Summarize your organization's history.
- State your mission and goals, future challenges, and long-range plans.
- Outline current programs and activities.
- Highlight accomplishments.

### 2. Purpose of Grant

- Describe the proposed program or project.
- Identify the needs/problems to be addressed, target population and number of people to be served by the project.
- Describe the project goals and objectives, and your plan to meet them.
- Define the project as a new or continuing program.
- Identify other organizations, partners or funders participating in the project and their roles.
- Provide a timetable for implementation.
- Identify long-term funding resources

### 3. Evaluation

Describe your plan to document progress and results. Interim and final evaluation and expenditure reports will be required for every grant awarded.

## C. ATTACHMENTS

Please include the following attachments in the order indicated:

- 1. Copy of the current IRS determination letter indicating 501(c)(3) tax-exempt status**
- 2. Organizational structure, including:**
  - List of officers and directors; include titles and places of employment when relevant.
  - Resumes and/or job descriptions or key personnel involved in the project.
- 3. Financial information, including:**
  - Program or operating budget.
  - List of other funders, potential funders and amounts committed or requested, including public funds, individual contributions and other sources of income supporting the project.
  - Current board-approved annual operating budget, including expense and income.
  - Most recent audited annual financial statement.
- 4. Letters of support (optional) that substantiate need for the project and collaboration with other organizations.**
- 5. Annual report, if available.**

## Community West Foundation Grant Proposal Budget

An accurate, detailed budget for proposed projects is a primary requirement for every grant-maker. This portion of your proposal should break down the total budget into the specific items listed below. A narrative description explaining unusual budget items and, if applicable, the percentage of “overhead” applied to the project should precede the itemized listing. “In-kind” expenses and donations or matching funds should also be described. As long as your budget is typewritten and contains the following information, feel free to submit it in a format comfortable and convenient for you.

## Community West Foundation Grant Proposal Budget cont...

### A. HEADING

Please specify the budget period.

### B. EXPENSES

Please itemize the following expenses. Be sure to include any additional items relevant to your particular program. Provide an expense total.

- Salaries and wages by individual position, specifying full or part-time positions
- Payroll taxes
- Fringe benefits and related fees
- Consultant and professional fees, e.g., accounting, legal, etc.
- Travel
- Equipment
- Supplies
- Printing and copying
- Telephone and fax
- Postage and delivery
- Rent
- Utilities
- In-kind expenses

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**TOTAL EXPENSES**

### C. INCOME

Please include all confirmed and anticipated sources of revenue, and indicate their status. Provide an income total.

- Government grants and contracts
- Foundations
- Corporations
- Earned income
- United Way or Community Shares
- Individual contributions
- Fundraising events and product sales
- Membership income
- In-kind support
- Additional revenue

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**TOTAL INCOME**

**Community West Foundation**

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**For More Information visit us at:**  
[www.CommunityWestFoundation.org](http://www.CommunityWestFoundation.org)