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**EMPLOYEE COMMUNITY FUND:** **APPLICATION**

Use the guidelines below to prepare your proposal. Please use subheadings (i.e., Statement of Need, Project Description, Evaluation, Sustainability) to organize your proposal. Any citations, letters of support, or appendices should be included on separate pages at the end of the proposal.

*Delete these general instructions and the subheading descriptions in your proposal.* Proposals should not exceed 5 pages and should be double spaced.

1. **ORGANIZATION INFORMATION:**
	1. Provide a brief background for your organization, addressing:
		1. History, mission, goals
		2. Current programs/activities
2. **STATEMENT OF NEED:**Provide background information pertaining to proposal, addressing:
	1. The situation or issue
	2. Documented proof or data to support the need for the project/proposal
3. **PROPOSAL DESCRIPTION:**Provide information pertaining to the proposed project. Areas to address in this section include:
	1. **Goal:** Clearly state the goal(s) of the proposal/project and tie them directly to the need and rationale.
	2. **Activities:** Describe in detail the activities involved with this project, and explain how the activities will directly support the goals of the project.
	3. **Timeline:** Provide a summary of when and where the project activities will take place. Please note, grant funds would be dispersed in May 2018.
	4. **Partners/Collaboration:** Describe all key partners and stakeholders who will support this proposal/project. Is the proposal/project associated with a bigger effort or collaborative to address the need or issue? If applicable, include letters of support as appendices.
	5. **Outcomes:** Briefly describe the anticipated outcomes from the proposal/project (you have the opportunity to elaborate under the impact and evaluation section).
4. **TARGET SETTING AND AUDIENCE:**Provide a detailed description of the target setting (location) and audience (who and number of people).

1. **IMPACT AND EVALUATION:**
	1. Describe the desired short and long-term impact of the project on the target audience and/or the community at large.
	2. Describe how the proposal/project is making a lasting impact or change.
	3. Describe a plan to document progress/results.
	4. Describe evaluation methods to measure the project.
2. **INNOVATION AND TRANSFORMATION:**
	1. Provide a description of how the proposal/project is being innovative in addressing the issue or problem.
	2. Provide a description of how the proposal/project is helping to transform a system or environment to address the issue or problem.
3. **SUSTAINABILITY:**

Provide information related to the sustainability of the proposal/project. Sustainability refers to the long-term financing of the program after the initial grant period has concluded. Specifically address what will happen when grant funds end. Describe how the solution will continue after grant funds end.