

Community Foundation of Boone County
Fatherhood Initiative
Guidelines for Proposal Preparation and Submission*

Eligibility

Awards will be made to nonprofit organizations located in Boone County and that serve an exempt purpose under section 501 (C)(3) of the Internal Revenue Code.

Award Size

Up to approximately \$100,000

Restrictions and Conditions

1. Award funds will be made for a twelve-month period, beginning on the date of the award letter. Receipt of an award does not disqualify a grantee from re-applying for a continuation grant the following year.
2. Applications will be accepted from religious organizations that address specific needs not directly related to the promotion or teaching of doctrine.
3. Awards will be made without discrimination as it pertains to age, race, religion, sex, disability or national origin and only to eligible recipients, which do not unlawfully discriminate on these same criteria.
4. Non-allowable expenses include "indirect" or regular administrative service charges of the applicant organization, alcohol, international travel, first-class air fare, luxury accommodations, and hospitality for purposes other than those directly meeting needs as defined in the proposal.
5. Awards will be made with the understanding that the Foundation assumes no obligation or commitment to provide additional support to the applicant.

Application Receipt Deadline

Deadline: 4:00 PM, June 17, 2005 in the Community Foundation office.

Acknowledgment of Receipt

If acknowledgment of receipt of a mailed application is desired, each application should be accompanied by a self-addressed post card. The post card will be mailed by the Foundation upon receipt of the application.

Notification of Action

Award or denial letters will be mailed within approximately six weeks following the receipt date deadline. Inquiries regarding the review progress of a pending application are not encouraged. Applicant organizations will be notified of circumstances that may prolong the Foundation's response.

Application Procedures

1. Each application must be signed by an authorizing official, usually the chief executive officer, of the submitting organization. The person signing the application must have authority to make legally binding commitments on behalf of the applicant organization.
2. The copy to which the original inked signature is affixed by the authorized official, plus 6 additional copies of the application (total of 7 copies) are to be submitted.
3. Applications should be mailed to: Community Foundation of Boone County, P. O. Box 92, Zionsville, IN 46077 or hand-delivered to the Foundation office at 60 East Cedar Street, Zionsville.
4. Faxed or e-mailed applications will not be accepted.

Application Format

Applications must be submitted according to the following guidelines:

1. Ten pages maximum, including budget and appendices.
2. Single-spaced with a minimum font size of 12.
3. Legibly typed or printed.
4. Appendixes should include: (1) IRS tax-free status documentation; (2) governing board roster; (3) other documentation considered vital to Foundation reviewers (e.g., applicant organization's most recent annual financial statement.)
5. The first page or cover sheet should present the following information **only**: (1) Name, address, telephone number and e-mail address, if available, of applicant organization; (2) total cost of the project; (3) dollar amount requested from the Community Foundation of Boone County; (4) dollar amounts requested or to be requested of other funding sources for the same project and identification of those sources; (5) dollar amount of applicant organization contribution (if any); (6) signature of chief executive officer or other authorized official.
6. Fasten proposal together with one staple in the upper left hand corner. Do not enclose the proposal in a folder or binder.

Application Content

The proposal narrative should include the following, addressing each issue briefly and succinctly.

1. **ABSTRACT OR EXECUTIVE SUMMARY**
One paragraph providing a clear overview of the request including its intended outcomes.

2. **DESCRIPTION OF SUBMITTING ORGANIZATION**

Brief one-half page or less statement of purpose, historic reference, administrative structure pertinent to the request, experience in administering grants and other relevant information. Include names and addresses of governing board IRS Determination letter in an appendix.

3. **DESCRIPTION OF PARTNERING/COOPERATING ORGANIZATIONS** (if any)

Include a one-paragraph description and intended contribution of each.

4. **ASPECT OF FATHERHOOD TO BE ADDRESSED**

Precisely define the issues. This should be a lucid analysis leaving no doubt of this project's specific focus. Include documentation in an appendix as appropriate.

5. **OBJECTIVES**

Present only a numbered list of products or outcomes that will be the result of the expenditure of the funds requested. This should not be a description of activities that will take place during the life of the award, but a projection of what will have been produced as a result of the expenditure of funds.

6. **PROPOSED SOLUTION**

This should be a brief explicit statement clearly defining the procedures to be implemented with the funds requested. No question should remain as to the applicant organization's ability to contribute to the solution of the problem or need. Include fundraising plan if applicable. Also include specific contributions to be made by partnering organizations (if applicable).

7. **STAFF**

Key responsible personnel and their qualifications should be identified.

8. **FACILITIES** (if appropriate)

Describe the suitability and/or shortcomings of the facilities to be used.

9. **EVALUATION**

Present a brief plan demonstrating specifically how you will know the program is successful and how what has been learned from the evaluation will be incorporated into the program in the future. The evidence produced should be quantitative and suitable for inclusion in a final report to the Foundation.

10. **BUDGET**

Double space between major divisions (e.g., renovation, equipment, consultants, etc.); single space between line items in each division. Number each budget line at left.

11. **BUDGET EXPLANATION**

Explain the origin of the dollar amount in each line item unless it is obvious from the budget itself. Include only the line items needing explanation, numbering each according to the numbered line in the budget. (This should not be an explanation of why the item is needed.)

12. **APPENDICES**

Only include relevant information essential to the Foundation's decision-making process.

NOTE: If partnering/cooperating organizations are involved, the proposal must include a document identifying the role of each organization that has been signed by an authorizing official of the partnering/cooperating organization.

Additional Information and Assistance:

Address inquires to:

The Community Foundation of Boone County

Mailing Address:

PO Box 92
Zionsville Indiana 46077

Street Address:

60 East Cedar Street
Zionsville Indiana 46077

Voice: 317-873-0210 or 765-482-0024

FAX: 317-873-0219

Email: cfbc@in-motion.net

***Consult the Fatherhood Initiative RFP, dated April 28, 2005, for additional assistance. This can be found at the Community Foundation of Boone County's Web site (<http://www.bccn.boone.in.us/cf>).**