

GNF P-1: The George Maier Fund Grant Proposal Requirements:

This document is issued as part of an information packet to prospective George Maier Fund candidates. The George Maier Fund is herein referred to as the Fund.

Responsibilities of the Fund:

Upon approval and as detailed in the Constitution and Bylaws of the George Maier Fund, funds will be issued as delineated in the proposal. Thereafter, the Fund has the responsibility of overseeing the use of those funds through a requirement for periodic progress reports and at the completion of the project, through the receipt, examination and acceptance of a final report. The Chairman will take remedial actions as appropriate where it is determined that shortfalls to the schedule or budget have or are about to occur.

See GMF P-2 George Maier Fund Grant Procedure for processing details.

The Grant Proposal:

The applicant is expected to supply a formal grant proposal in accordance with the provisions below. The applicant is encouraged to include additional data that may illuminate the proposal and aid the Grant Committee in its evaluation.

(1) Cover Letter:

It is customary to provide a cover letter introducing the individual or organization, and signed by said individual or by an officer of the organization, as applicable.

(2) Executive Summary:

The executive summary introduces and summarizes the project proposal to the George Maier Fund. The executive summary shall contain only the following information.

Date of application:

Indicate whether an individual or an organization.

Name of and title of Individual. If an organization, the exact legal name, the name and title of the grant initiator.

If an organization, indicate EIN number and IRS status: Note: Please provide an explanation if not an IRS 501(c)(3) not-for-profit.

Address: Note that Post Office Box numbers are not acceptable as an official address.

Name or title of the project for which the grant is requested.

Purpose of grant: Provide a succinct one sentence purpose of the grant.

Contact Information: Telephone, Fax, E-mail

Contact person and title and contact information, if not the grant initiator.

Grant request, in U.S. dollars.

If the total organizational budget for this project is greater.

Budget Period (mo/day/year).

(3) Narrative:

Program Goals and Objectives: Describe the outcome of the grant in measurable terms, in a succinct description of the proposed project outcome and accomplishments, including the project's goal(s); specific objectives or ways in which you will meet the goal(s).

(4) Needs Assessment:

Why is this project necessary. Objectively demonstrate that a relevant, problem or need exists. If possible, support your statement with qualified third-party research/evidence.

(5) Methodology:

Describe the process to be used to achieve the outcome in a rational, direct, chronological description of the proposed project. Include instruments, equipment and related resources required.

(6) Evaluation:

The evaluation process and methods to be employed that will demonstrate the outcome of the project. Include data, measurement criteria and analytic tools to be utilized.

(7) Budget:

Provide a budget of expected income and expenses that clearly delineate the following cost elements. Specifically:

Operating expenses.

Subcontract costs, if any.

Consulting costs. Identify consultants and fees.

Administrative costs, including salaries. Identify salary recipients, titles and duties.

List other income sources if known.

Total costs and Income.

(8) Qualifications:

If the applicant is an individual, describe his or her education, training and experience history, and indicate the relevancy of such to the tasks required to successfully design and complete the project.

If the applicant is an organization, provide the following information to establish credibility that the organization possesses the material and intellectual resources to successfully design and complete the project. Specifically:

Brief description of organization current programs, activities, and strengths and accomplishments that relate to the project for which the grant is requested.

Number of board members, paid staff and volunteers.

Board and/or key staff qualifications and key competencies that support the ability of the organization to successfully complete the project.

Verification of tax-exempt status (IRS determination letter).

Certificate of Incorporation and By-Laws.

(9) Schedule:

The applicant will include a time-based schedule with identifiable and verifiable milestones that clearly delineate the progressive events that support the completion of the project.

(10) Applicants Responsibilities: Agreements

The applicant agrees to the following requirements, and is required to include the exact text of the following statements in the proposal.

(a) "The applicant agrees that all funds issued in accordance with this proposal will be exclusively used for the project delineated and in accordance with the budget specifications."

(b) "The applicant agrees to supply progress reports and a final report as specified in the grant issuance documents. Furthermore, the applicant agrees to discuss plans, if any, for publication of the results of the project before commitments to do so are made with third parties."

(11) Applicants Responsibilities and Stipulations:

The applicant must stipulate the following. Please use this exact text in your proposal:

[Individual or organization] stipulates that the grant received for this proposal will not be issued to individual, group or personal scholarships, fellowships, and educational loans to attend an educational institution as set forth in Revenue Procedures 76-47, 1976-2 C.B. 670, and 80-39, 1980-2 C.B. 772.

[Individual or organization] stipulates that no activities associated with the project described in this proposal will involve the carrying on of propaganda, or otherwise attempt to influence or intervene in legislation, including the publishing or distribution of statements on behalf of or in opposition to any political party, or any candidate for public office.

If individual:

Signed: _____ Date: _____

Print Name: _____

If organization:

Signed: _____ Signed: _____

Print Name: _____ Print Name: _____

Title: _____ Date: _____ Title: _____ Date: _____

Appendices: Attach as applicable:

The applicant is encouraged to include additional data that may illuminate the proposal and aid the Grant Committee in its evaluation