

Orange County Chapter Charities Grant Request Proposal

The following describes the format requested for your grant proposal. Generally, information should be clear, succinct, and to the point. Photos and similar add-ins are not needed unless they directly address a specific purpose in your proposal. Bullet points can be used to avoid unnecessary verbiage. Benefits achieved by your proposal should accrue primarily to individuals or entities in Orange County. Proposals should be less than 7 pages total (1-page executive summary; up to 6 pages of proposal detail).

Page 1: Executive Summary of Proposal (a succinct summary of your request).

Who are you? What is your primary purpose? How are you normally funded? What are you requesting? Who will primarily benefit? When and where will this occur?

Proposal Detail Pages (2-7):

1. Requesting organization information:

- A. Organization Name
- B. Primary Contact Person, position within the organization:
- C. Location address. Mailing address (if different)
- D. Telephone; Email; Website

2. Organization Summary Description:

- A. Organization's Purpose & how organization serves people with Intellectual Disabilities.
- B. Mission Statement and Goals:
- C. Population served:
 - i. Range of Intellectual Disabilities served by your organization:
 - ii. Selection process/criteria for prospective clients:
 - iii. General locality and average number of clients served
- d. 501c3 approved organization?
- e. Current sources of funding.
- f. Annual Budget (totaled, not detailed)
- g. Administrative Fees (% for administration; % for programs)

3. Summary of proposed project/program.

- a. Will this funding be used to develop a new program or service; provide additional clients opportunities to participate in your programs; or replace/update existing equipment/supplies for your programs?
- b. Describe how requested funding is to be used.
 - a. Term of Project/Program. Schedule if appropriate.
 - b. Scope of Work; Who will lead the efforts?
 - c. Service providers/Contractors to be used.
 - d. Deliverables.

c. Provide Budget information for grant requested.

- A. Provide cost details for accomplishing your proposal.

Final Report (a brief final report is expected upon completion)