

Glastonbury Greater Together Community Fund Application Form

PROPOSAL NARRATIVE

Please use the following outline as a guide to your proposal narrative. Limit narrative to five (5) pages. Please use headings.

I. ORGANIZATION INFORMATION

- a. Brief summary of organization history, including the date your organization was established.
- b. Brief summary of organization mission, goals, and key programming achievements.

II. PURPOSE OF GRANT

- a. Project description (include the objectives, estimated number served and frequency).
- b. The opportunity, challenges, issues or need that your project addresses.
- c. Describe the target population to benefit.
- d. What are the specific activities and timeframe in which these will take place.
- e. Please share additional organizations collaborating in this effort, if applicable.
- f. How will the proposed activities benefit the Glastonbury community, being as clear as you can about the impact you expect.
- g. Will Glastonbury residents be involved in implementing this project? If so how?
- h. Please describe the history, organizational expertise or capacity of your work in Glastonbury (if applicable) and/or state why you feel you are well-suited to implement this project.
- i. How long the project will benefit Glastonbury, e.g., for a fixed length of time or will this create a permanent program for the town.
- j. What are the long-term funding strategies (if applicable) for sustaining this effort.

III. EVALUATION

- a. Please describe your criteria for success.
- b. How will you measure and track results.
- c. How are your results communicated and distributed.

ATTACHMENTS

ALL THE FOLLOWING ATTACHMENTS MUST ACCOMPANY THE PROPOSAL

- a. Copy of IRS determination letter and/or explanation of your tax exempt-status.
- b. Current Board membership list and their affiliations.
- c. Total board approved organizational budget for the fiscal year
- d. Detailed project budget (please use the common budget worksheet provided)
- e. Listing of funding sources (foundations, corporations, others) solicited for this request for the current year (indicate amounts requested and status of your proposal for each)