

## GRANT PROPOSAL PLANNING WORKSHEET

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### Part 1—Organization Information

Name of Organization:			
Address:			
Phone:		Fax:	
Website:		Email:	
Describe the neighborhood that you serve.			
What is your mission statement? What is the purpose of the organization?			
What are the programs and activities of your organization?			
<b>Key Organizational Leaders</b>			
Name	Title	Salary	Responsibilities
	Executive Director		
	Program Director		

- Attach to this form:**
1. Resume of all key organizational leaders
  2. Board list – include name, affiliation/occupation, and contact information. Indicate officers (President, Vice President, Treasurer, Secretary)
  3. Your organizational budget for last year and this year
  4. Publications including newsletters and brochures

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### Part 2—Program Information (Page 2/3)

What is the name of the program?			
What is the purpose of the program? Why is this program important?			
What are the activities of the program? <b>Be specific.</b> When does the program take place? How is the time used?			
Who is the program for? Include age, gender, culture, socioeconomic background, neighborhood, etc.			
How does this program address their needs? How will it change their lives?			
<b>Who are the staff people for this program?</b>			
Title	Hours/week	Hourly wages	Responsibilities
What are the funding sources for this program? <b>(Select at least three)</b>		<input type="checkbox"/> Individual Contributions <input type="checkbox"/> Membership <input type="checkbox"/> Program Fees <input type="checkbox"/> Corporate Contributions <input type="checkbox"/> Foundation Grants <input type="checkbox"/> In-kind donations _____ <input type="checkbox"/> Fundraising initiative/sales _____ <input type="checkbox"/> Other _____	

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### Part 2—Program Information (Page 3/3)

What supplies do you need for this program for one year? List item name and quantity.

What kind of insurance do you need for this program? How much does it cost?

Will you provide transportation? What kind and how often?

Do you need any equipment, furniture, etc. for this program? What kind and how many?

How are you going to publicize this program to participants? To the community-at-large?

Will volunteers contribute to this program? How many? What are their responsibilities? How will they be recruited and trained?

What other organizations do you partner with for this program? What is the role of each organization?