



## Proposal Submission Instructions

**All proposals should include the following elements. Failure to provide a complete application may delay review.**

1. **Cover letter** signed by the chief executive officer or authorized official of the applicant organization that indicates the amount requested and purpose of the request. In the case of a fiscal sponsorship, this letter must come from the 501(c)(3) nonprofit organization applying for the grant.
2. **Proposal Cover Sheet** should be filled out as completely as possible. For items not applicable use %N/A.+On the Proposal Cover Sheet, %Primary Contact+should be the person to whom specific questions about the project should be directed.
3. **Proposal Narrative** should include the following elements:
  - \_\_\_ **Brief organizational background** should include a general description of the organization's history, mission, programs and services.
  - \_\_\_ **Executive summary** should briefly describe the purpose for which the project or program funds are requested. If the request is for general operating support, this should be a description of the organization's mission and activities
  - \_\_\_ **Proposal narrative** is a description of the work for which funds are requested, with specific project activities.
  - \_\_\_ Brief background on the qualifications of **principal personnel**.
  - \_\_\_ If there are significant **project collaborators** from other organizations, describe who and what their roles are.
  - \_\_\_ **Project timeline**.
  - \_\_\_ Detail on the other **committed sources and amounts of funding** for the project.
  - \_\_\_ **Other pending sources and amounts** from which support is being sought for the project, and the **status of those submissions**.
  - \_\_\_ **Evaluation** criteria and plan with expected outcomes.
4. **Key Documents** that must be included with the proposal:
  - \_\_\_ A copy of your organization's most recent **IRS 501(c)(3) determination letter** showing its nonprofit status.
  - \_\_\_ **Project budget**.
  - \_\_\_ Most recent **organizational budget**.

\_\_\_ Most recent **audited financial statements** (if available).

\_\_\_ Current list of the organization's **board of directors**.

5. **Optional Documents** - Any additional supplementary materials (i.e., annual report, newsletters, special reports) the applicant deems would assist the Foundation in its review.

**Media proposals:**

If requesting support for a media project, please include specific information on plans for distribution and outreach.

The Foundation reserves the right to request additional organizational, financial and programmatic information as part of its review process.

**Advisories**

Applicants should keep the following in mind as they apply for support:

1. The Foundation will assume that the IRS determination letter submitted with the proposal is in effect. It is the applicant's responsibility to notify the Foundation of any change in their nonprofit status.
2. Unless otherwise specified, operating and general support grants can be applied to any legally permissible aspect of the grantee's activities, including lobbying. It is the grantee's responsibility to meet the appropriate IRS regulations regarding lobbying by nonprofit organizations.
3. In the case of projects where a significant amount of the work being conducted by organizations or individuals other than those in the employ of the applicant organization, the applicant organization remains responsible for the execution of the project and all fiscal and programmatic accounting to the Foundation.
4. In some cases the Foundation's grant could cause "tipping" of the grantee's public support test for their nonprofit status. It is the applicant's responsibility to determine whether such a grant could tip them, and notify the Foundation accordingly. Applicants should consult their accounting/legal counsel on tipping.
5. Applications are considered confidential.
6. Operating requests should describe the range of activities conducted by the organization, and make the case for the value and importance of the organization's mission.
7. If the applicant organization has received prior support from the Foundation, please ensure that reporting requirements for prior grants have been met. Failure to meet these requirements may delay review or declination of current requests.

Mail all proposal materials (including Proposal Cover Sheet) to: **Jon M. Jensen, Executive Director, Park Foundation, PO Box 550, Ithaca, NY 14851**. Our street address is **301 E. State St., Ithaca, NY 14850**. If you have questions, please visit [www.parkfoundation.org](http://www.parkfoundation.org) or call us at (607) 272-9124.



**PROPOSAL COVER SHEET**

Organization:  
(As specified on the IRS determination letter.) (See next page for fiscally sponsored projects.)

Mailing Address:

City/State/Zip:

Street Address (if different):

Phone: Fax: Website:

Chief Executive Officer's Name/Title:

CEO E-mail Address: Phone:

Total Organizational Budget: \$ For Year:

Endowment: \$ As of:

Primary Contact for Proposal/Title:

Primary Contact E-mail Address: Phone:

Project Title:

Amount Requested: \$ Duration: Project Budget: \$

Description of the Organization and its Mission:

Summary of Proposal (100 words or less):

<b>Office Use Only.</b>			
Overdue Reports?	_____		
Cover Letter	_____	Proposal Narrative	_____
		IRS Letter	_____
		Project Budget	_____
		Org.	_____
Budget	_____		
Audited Statements	_____	Trustee/Bd. List	_____

For further instructions, please see the attached document Proposal Submission Instructions. Mail all proposal materials to: **Jon M. Jensen, Executive Director, Park Foundation, PO Box 550, Ithaca, NY 14851.** Our street address is **301 E. State St., Ithaca, NY 14850.** If you have questions, please visit [www.parkfoundation.org](http://www.parkfoundation.org) or call us at (607) 272-9124.

**FISCALLY SPONSORED PROJECT/ORGANIZATION:**

**If the organization is acting as a fiscal sponsor for a project or organization, please complete this section regarding the program being sponsored.**

Name of Project or Organization Being Sponsored:

Primary Contact Name:

Project/Organization Mailing Address:

City/State/Zip:

Phone Number:

Fax Number:

E-mail Address:

Website:

General Description of the Organization and its Mission:

Total Organization Budget: \$

For Year: