

Proposal Outline for Applications

Applicants seeking funds for projects should use this outline and present the request clearly and concisely. Please adhere to the recommended space limitations. The format is intended as a guide, providing direction; not every item will be relevant to every application.

I. PROJECT SUMMARY (Do not exceed ½ page)

Briefly summarize the proposed project. Identify the problem or needs to be addressed, the project's objectives and the proposed strategy for achieving them. Indicate the total estimated project costs, the amount requested from the Viroqua Area Foundation, and identify other principal sources of support.

II. PROJECT NARRATIVE (Do not exceed three pages)

Problem Statement or Needs assessment – Describe the significance of the proposed project to the area. Define the scope and significance of the problem or needs to be addressed by the project. Document the size and characteristics of the population to be served. Indicate the level of collaboration with other agencies serving similar populations. Indicate how the proposed project would expand or complement existing community services.

Program Objectives – Describe the outcomes of the project in measurable terms. Who will be better off, and how, at the end of the grant period?

Methods – Indicate the sequence of activities needed to accomplish the program objectives. Describe staff qualifications and responsibilities, staff, and volunteer training, and client selection procedures or policies. Include a project timeline. Why is this the best approach to achieve program objectives?

Evaluation Plan – Describe how the applicant plans to measure the progress and ultimate success of the proposed project?

Future and Other Necessary Funding – Describe the financial plan for current and future support of the proposed project. What is the rationale for the amount requested from the Viroqua Area Foundation? If other funding is necessary to complete the project budget, where will it come from? If the project will continue, how will it be supported in the future?

Project Communication – Describe how you plan to announce and promote your proposed project. Your plan should include opportunities to inform the community about your project as well as recognize the Viroqua Area Foundation.

III. PROJECT BUDGET (Do not exceed two pages)

Present a line item budget including project expenses and income sources, identifying how funds requested from the Viroqua Area Foundation would be spent if requesting partial support.

IV. SUBMIT THE FOLLOWING ATTACHMENTS WITH THE COMPLETED PROPOSAL:

1. Complete list of the organization's current officers and directors, including affiliations.
2. The organization's actual income and expense statements for the current fiscal year and the previous fiscal year identifying the organization's principal sources of support.
3. The organization's Statement of Financial Position (also known as Balance Sheet)

4. A copy of your organization's IRS 501(c)(3) determination letter, if applicable.
Applications (original and 11 copies) must be received by January 1, April 1, July 1 or October 1 in order to be placed on the agenda for the annual quarterly meeting.