

CONNECTICUT COMMUNITY FOUNDATION

P3 Grant Application

Proposal Narrative: The narrative section should be less than 4 pages in length. Short phrases or bullets are acceptable. Please use 12 point Garamond font and restate each question in its entirety.

- 1) **SUMMARY:** In one paragraph, describe the purpose of this request. Is it a new, existing, or improved/expanded program? How does your request specifically address the goal of increasing the number of students ready for kindergarten? What are the **specific, quantifiable results** that you plan to achieve?
- 2) **ORGANIZATION:** In one paragraph, describe your organization, identifying its mission, programs/services, geographic focus and client base. **Identify the community partners** by name/organization who have been involved in developing this proposal and others you seek to involve.
- 3) **STATEMENT OF NEED:** What is the specific community need(s) that your proposed program will address? Include data substantiating the existence/scope of this need, citing specific source materials. Note if this need emanated from a local early childhood plan, district improvement plan, results of kindergarten inventory/other assessment or Community Conversation. Please note your community's efforts to date to develop a more coordinated PreK-3rd grade learning system.
- 4) **WORKPLAN:** This is the most critical part of the proposal, as it describes the proposed work that you are requesting grant support for. Please be specific when outlining these tasks. If your initial effort involves planning for future programs or services, note when the planning will take place and your efforts to include the necessary participants.

a) Workplan Narrative

Describe your plans for the project period, explaining how the program will be implemented. For instance: **WHO** will be carrying out the activities? Provide information on their skills & experience. Note other community partners and how you plan to include them in your effort. **WHEN** will they occur? **WHERE** will programs take place? **HOW** will clients/participants be notified, if recruitment is necessary?

b) Workplan Timeline

Complete the following for one year of support. Organizations seeking a second year of funding should note the projected cost and types of activities to be undertaken.

- **Activities** - List the principal steps that you will take to complete the program (i.e. hire staff, conduct publicity campaign, recruit participants, hold workshops, etc.)
- **Timeline** - Assign benchmark dates (months) when principal activities will be completed.
- **Results** - List the projected results of your program. These can include changes in skill levels, knowledge, process or numbers served that result from your program. They should be: **quantifiable**. Identify how you assessed the impact of your program (e.g., surveys, testing, etc.)

1 st Year: Activities	Timeline	1 st Year: Results
2nd Year: General Outline of Activities (if applicable)		

- 5) **SUSTAINABILITY:** How do you see this effort being sustained in your community?

Proposed Project Budget & Explanation

ELIGIBLE EXPENSES: The Foundation will fund *primarily* direct costs incurred in starting or improving a program. Indirect/Overhead expenses are permitted as a line item, *depending on funder* – overhead above 10% of request must be documented in the Budget Narrative section.

We have adapted language used by State of CT (Circular A-122) to provide a more consistent definition of Direct/Indirect costs:

a) Direct costs are those that can be identified specifically with a particular cost objective. These generally fall into one of the following:

- Program-associated salaries/wages and related fringe benefits.
- Materials consumed or expended.
- Equipment and other approved capital expenditures.¹
- Services furnished specifically for the cost objective.

b) Indirect/Overhead costs are those incurred for common or joint purposes benefiting more than one cost objective and that cannot be readily assignable to the cost objective or project specifically benefited. Indirect costs are those remaining after direct costs have been determined and assigned directly to cost objectives. While it is not possible to specify types of costs that will *always* be indirect, the following are often included:

- Depreciation or use allowances on buildings and equipment.
- Cost of operating and maintaining facilities.
- General and administrative expenses (Personnel administration, Accounting, non program-related Executive time)

Organization Name:

Project Name:

I. PROPOSED PROJECT BUDGET

Program Year: (Month/Year - Month/Year):

LINE ITEM EXPENSE DESCRIPTION (PLEASE ADD ADDITIONAL LINES IF NEEDED)	SUPPORT FROM YOUR AGENCY*	SUPPORT FROM OTHER FUNDERS**	CCF REQUEST	PROJECT TOTAL
PERSONNEL (LAST NAME, POSITION, % TIME ON PROJECT):				
1)	\$	\$	\$	\$
2)	\$	\$	\$	\$
3)	\$	\$	\$	\$
TOTAL FRINGE BENEFITS (@ ___%)	\$	\$	\$	\$
<i>SUB-TOTAL PERSONNEL</i>	\$	\$	\$	\$
OTHER PROGRAM EXPENSES¹				
1)	\$	\$	\$	\$
2)	\$	\$	\$	\$
3)	\$	\$	\$	\$
4)	\$	\$	\$	\$
5)	\$	\$	\$	\$
<i>Sub-Total Other Expenses</i>	\$	\$	\$	\$
INDIRECT/OVERHEAD (BELOW 10%)				
	\$	\$	\$	\$
TOTAL EXPENSES	\$	\$	\$	\$

* Revenues generated by program and agency in-kind contributions (please asterisk in-kind contributions)

** Total revenues requested from other sources (break out other funders in table below)

** SUPPORT FROM OTHER FUNDERS (SHOULD REFLECT TOTAL OF OTHER FUNDERS COLUMN ABOVE)		
FUNDER NAME	REQUEST AMOUNT	STATUS (COMMITTED / PENDING / PROJECTED). PLEASE NOTE DECISION DATE, IF KNOWN
1)	\$	
2)	\$	
3)	\$	
TOTAL REVENUES (FROM OTHER FUNDERS)	\$	

II. Budget Narrative / Explanation

Please use an additional page for budget narrative / explanation, accounting for each line item request in detail (e.g., Printing: 10,000 copies @ \$.03/copy, Total = \$300). If you are requesting support for a significant **equipment/capital expenditure**, include three quotes.

¹ Capital/equipment support is only available to nonprofit agencies. Equipment/computer costs must have 1:1 cash match from another funding source.



CHECKLIST FOR SUBMITTING A GRANT APPLICATION

Please check to see that all requested information is included. Incomplete applications may not be considered, and may be ineligible to reapply until the appropriate round in the next calendar year. Do not use binders or elaborate folders for your application.

The full proposal, as follows:

- Grant proposal summary sheet
 - Proposal narrative
 - Project budget / Budget explanation
- Please mail two signed copies to:** Connecticut Community Foundation/43 Field Street/ Waterbury, CT 06702
- Please email one electronic copy to:** grants@conncf.org

ONE HARDCOPY each of:

- Your agency's budget for the current and previous years.
- Evidence of collaborators' approval, if applicable (letters of support, etc).
- BOARD OF DIRECTORS LIST – Please include the most recent Board list for your organization. The applying organization must have a minimum six-member board, representative of the community, of which a majority is neither employees nor relatives of employees.
- IRS TAX STATUS LETTER: The applicant must be either a public institution or a private tax-exempt organization under Sections 501(c) (3) or 501(c) (4) of the Internal Revenue Code.