

St. Agnes Foundation

Grant Application Format

Formatting notes

- Proposals should be printed on white paper, using a 12-point font and one-inch margins on all sides: pages should be numbered.
- Proposals should not be placed in binders or folders; one staple or paper clip in the upper-left hand corner, securing all pages, is sufficient.

I. Executive Summary (One-two pages, single-spaced)

1. Application date
2. Contact person's name, title, and contact information (telephone, fax, e-mail)
3. Dollar amount of this funding request
4. Total program budget (if applicable)
5. Period this funding request will cover
6. Issue/need to be addressed and evidence of that need
7. Purpose of this funding request, including target population, number of individuals, and geographic area(s) that will benefit from this proposal
8. Brief history and description of previous year's accomplishments
9. Total support from the St. Agnes Foundation for the past three years: List year, amount, and purpose for all support

II. Narrative (No more than six double-spaced pages)

Funding Request

1. For a **new** program: how was the program approach developed?
2. Does this program use best practices – i.e. is this program based on a program that has been shown effective in other settings, based on national standards, etc? If so, please describe.
3. What is the plan for implementation? (Narrative, table, or logic model format is acceptable.) What existing community resources (e.g., facilities, people) will be used? If applicable: what is the target population's involvement in *this program's* development and implementation?

4. How does this program fit into the priorities of St. Agnes?
5. How does this program relate to the work of other organizations in the same field and/or geographic area?
6. What resources (financial, personnel, partnerships, etc.) will be needed to sustain this effort over time? How will those resources be secured?

III. Outcomes (No more than two double-spaced pages)
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1. For an *ongoing* program: What measurable outcomes (defined as concrete changes or impact) have been achieved over the past year?
2. Based on the implementation plan, what measurable outcomes will be achieved during this grant period? What are the measurable longer-term outcomes of this program? What methods/strategies will be used to gather data on the project? How will the program evaluation be used?

IV. Finances (for all requests) – This information is not considered part of the narrative.
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The following information must accompany all proposals, regardless of size of the request. Not all categories may be applicable to your organization or request. You may submit this information in the format most convenient to you; it must, however, include as much of the following detail as possible. Footnotes may be used to explain budget items.

A. For non-SAHC requests

1. Financial statements (for organizations not directly affiliated with St. Agnes Hospital):
 - a. For previous fiscal year: organizational budget v. actual, for both revenue and expenses (using categories below)
 - b. For current fiscal year:
 - i. Organizational budget v. actual, for both revenue and expenses (using categories below)
 - ii. Organization's year-to-date Statement of Financial Position (Balance Sheet) and year-to-date Statement of Activities (Income Statement)
 - c. If this application is being made during the last quarter of the organization's fiscal year, provide the organization's projected/proposed/draft budget for the next fiscal year
2. If available: most recent audited financial statements (include auditor's letter and notes). If you do not have an audit, provide pages 1-6 of most recent IRS Form-990.

B. For St. Agnes Requests – Instead of the information requested above:

1. Financial statements:
 - a. For previous fiscal year: department or program budget v. actual, for both revenue and expenses (using categories below)
 - b. For current fiscal year: department or program budget v. actual, for both revenue and expenses (using categories below)
 - c. If this application is being made during the last quarter of the organization's fiscal year, provide the program's projected/proposed/draft budget for the next fiscal year

Revenue Categories: For each category, list specific amounts requested from other funding sources for this proposal, as well as the status of those requests (pending or committed). For pending requests, please indicate the date you expect notification.

1. Grants/Contracts:
 - a. Local/State/Federal Governments (please list source(s))
 - b. Corporations
 - c. Individual donors
 - d. Other (specify)
2. Earned Revenue
 - a. Events
 - b. Publications and Products
 - c. Fees
 - d. Other (specify)
3. In-Kind Support (donated goods, services, equipment, non-cash items, volunteer hours)
4. St. Agnes Support
5. Other (specify)

Expense Categories: Include the total amount for each category relevant to your program. Skip categories where you have no expenses. Please show two columns – one listing the total expense and one listing the specific costs requested in this grant proposal.

1. Salaries (total salary budget, number of positions, and whether full-or part-time)
2. Payroll Taxes
3. Fringe Benefits
4. Consultants and Professional Fees (itemize type(s) of consultant(s) and fees)
5. Travel
6. Equipment
7. Supplies
8. Printing and Copying
9. Telephone and Fax
10. Postage and Delivery

11. Rent and Utilities
12. Maintenance
13. Technology (if budgeted separately – specify hardware/software capital spending, maintenance, and/or training)
14. Evaluation
15. In-kind expenses
16. Other (specify)

V. Required Attachments (for all requests) – This information is not considered part of the narrative.

1. Short biographies (no more than ½ page) of staff and volunteers essential to the success of this request.
2. Current, dated Memoranda of Understanding or Memoranda of Agreement with other organizations for collaborative or cooperative activities, as appropriate.
3. Letter of support from organizational leadership/supervisor