

Phelps Memorial Hospital Foundation Grant Application

Program grants

Program grants are available to fund the creation of new programs or the enhancement of existing programs within nonprofit organizations. These grants are given in support of programs that focus on the areas of basic needs, children and youth, older adults, human diversity, health, family issues, environmental enhancement, and cultural arts.

A. Proposal Narrative – 10 pages maximum (which would include the following information.) **Clarity and brevity are encouraged.**

B. Funding Request

1. What is the amount requested?
2. What is the purpose of your request (the need, problem or opportunity)?
3. What effect your action will have on need, problem or opportunity?
4. What population will this project serve including numbers, location, socio-economic status, race, ethnicity, gender, sexual orientation, age, physical ability and language?
5. What strategies will be employed to implement the project, including, if applicable, collaborations with other agencies (include a work-plan with key dates and actions)?
6. **Please list the names, qualifications and contact information of those who will direct the project.**
7. The impact of your project on diversity, if applicable.

C. Financial Plan

1. What is the proposed project budget? List sources and amounts of all income, including this request and their status: confirmed, pending, not yet applied for
2. If your grant request is approved, when will funding be needed? (provide estimated dates)
3. Please explain any positive or negative balances
4. Please outline your development plan, including a timetable, for securing funding for this proposal now and, if applicable, in the future

D. Evaluation

1. How and when will the success of this project be determined? What criteria and measurements will be used to determine that the objectives of the project have been met?
2. Please list the names and contact information of those who will be involved in evaluation.
3. The ‘Phelps Memorial Hospital Foundation Grant Reporting Form’ will be required to be completed no later than Feb. 1 of the following year you receive grant funds. This form will include an evaluation summary and itemized list of expenses.

E. Mandatory Information to file Grant Application

1. Name of nonprofit organization
2. Address of nonprofit organization
3. Employer ID #
4. Include a copy of the letter from the federal government granting this organization tax exempt status.