

Community Foundation of the Eastern Shore

Small Grants Program Application Form

Instructions: All interested applicants must first submit a Letter of Inquiry to the Small Grants Program in the required format; do not submit this application if a Letter of Inquiry has not been submitted and approved.

All applications for funding should be submitted in 12 point font, single-spaced with 1 inch margins. The application should consist of a proposal narrative and attachments in the format outlined below.

I. Proposal Narrative (maximum of 2 pages)

The following outline is a guide to the key information to be provided within the proposal narrative. Use the guide as appropriate for your organization's request.

A. Organizational Background

1. Provide one to two paragraphs that succinctly describe the organization's history, mission and goals.

B. Purpose of Request and Anticipated Results

1. State and describe the issue or need to be addressed. If applicable, provide demographic and geographic information regarding the community or population benefiting from or served by the request. If this is an organizational need (equipment, capacity building), please describe how the organization will benefit.
2. Describe the program or project. Please indicate if this is a new or existing program.
3. Discuss the anticipated results (outputs and/or outcomes) for the request. Explain how the activities directly and/or indirectly address the issue or need and support achievement of these results. If this is an existing program, please provide information on the program's track record.
4. Indicate how you will measure and demonstrate success.
5. If applicable, provide a timeline for implementing the request (indicate if it is a one time or ongoing effort).

C. Organizational Capacity

1. Describe the organization's ability to implement the request or explain the organizational limitations that funding will address. Include information on the following, as applicable to the request:
 - a. Explain how this project fits with the organization's mission.
 - b. Describe how the request will enable the organization to build its capacity, address current needs, or improve its ability to meet program or organizational goals.
 - c. Describe who will be involved in this project. List the name, title and contact information for the project and if this person is a staff member or volunteer.

II. Attachments

The following attachments are **required**:

1. Organization budget for current year, including income and expenses.
2. Program budget that includes income, expenses and pending sources of support.
3. Current list of board members.
4. A copy of the organization's current IRS determination letter (or the fiscal agent's) indicating 501(c)(3) tax-exempt status.

SUBMIT TO CFES, 1324 Belmont Avenue, Suite 401, Salisbury MD 21804-4500
ATTN: Erica Joseph