

PROPOSAL SUMMARY SHEET

Organization Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Telephone: _____ Fax: _____ E-Mail: _____

Contact Person: _____ Title: _____

Proposed Project Grant Name: _____

Amount Requested: _____ Project Budget: _____

Annual Organization Budget: _____ Amount from Other Sources _____

Amounts and Dates of Previous EOF funding, if any: _____

Beginning and Ending Dates of Project: _____

Do you have 501(c)(3) status or any other Federal tax-exempt status? _____

If yes, please indicate the name of your sponsoring organization and include a copy of its tax-exempt determination letter. _____

If no, please indicate your status among the following:

- _____ Taxable for profit that is
 - _____ Individual
 - _____ C corporation
 - _____ Pass-through taxable entity such as S corporation, LLC, partnership, other individual employed by one of the above

Proposal Summary: How will the funds be used and what are the expected outcomes? (Please use this space only.)

Signature of Authorized Individual: _____

Title: _____ Date: _____

Requested Information, as Applicable as Supplement to One-Page Summary of Proposal and Applicant

PROPOSAL FORMAT

Application for a grant from the EOF will not be considered complete unless it includes the following:

1. Proposal Summary Sheet (One page or less)
2. Narrative, as appropriate. Precise nomenclature not required, but general information sought as noted.) (Maximum of three pages)
 - A. Organizational Information
 - *Brief summary of the organization's history
 - *Statement of the organization's mission and goals
 - *Description of the current programs
 - B. Purpose of Grant
 - *Description of project goals and objectives including a statement as to whether this is a new or an ongoing part of the organization's activities
 - *Plans to accomplish goals and objectives, including timetable
 - *Statement of why the organization is best suited to carry out the proposed project
 - C. Experience in employee ownership
 - * Brief summary by Applicant of relevant experience
3. Attachments, as appropriate:
 - A. Organizational budget: one-page, line-item budget for the organization as a whole for the current fiscal year and audited (if appropriate) financial statements for the past two fiscal years
 - B. The proposed budget, including expenditures and any anticipated income
 - C. Names and qualifications of key staff responsible for the project
 - D. List of current Board of Directors (if applicable) and their organizational affiliations
 - E. Other funding sources: list all grants received during the previous twenty-four (24) months, the names and amounts requested of other foundations to which this proposal has been submitted
 - F. If IRC 501(c)(3), copy of the IRC 501(c)(3) determination letter or letter of agreement with your sponsoring organization, accompanied by their determination letter