

ALSTON-BEECH FOUNDATION

Proposal Instructions

SECTION 1. – COVER SHEET

The cover sheet must contain all of the information requested in the order that it appears. If an item does not apply, answer “none”. If items are missing, it will delay the processing of your proposal.

A. General Information about your organization

Federal Tax ID number
Legal Name
Division or Department name
Mailing address (include city, state and zip code)
Phone number
Fax number
Email address
Web address (if applicable)
Organization’s mission statement
Organization’s total operating budget (this is the number on line 12 of your IRS 990 form)
Latest financial statement (audited statement if applicable)
Fiscal year end date

B. Contact Information

Provide full contact information for each of the following individuals of your organization. Full contact information must include name, title, address, email, phone and fax number.

1. Primary contact person for project
2. Executive Director (or equivalent)
3. Board Chair

C. Key information about your proposal

- Summary of the purpose that funds are being requested
- Total cost for proposed program or project
- Total amount requested from ABF
- Duration of requested grant period

SECTION 2: CONTEXT AND DESCRIPTION

A. Organizational Background

- Provide a brief background for the organization and include accomplishments and strategic plans relevant to the proposed project
- List organizational goals
- Define geographic area and the population served

B. Summary for the Proposed Project

- Provide a summary of the description, context, productivity and results for the project in which you are requesting support.
- Describe the proposed activities to be performed. If you expect to expand or replicate a program, include evidence of the program effectiveness.