

MANHATTAN FUND – CAROLINE PEINE CHARITABLE FOUNDATION

MAJOR GRANT FUNDING REQUEST

Requesting Agency:

Executive Director or Person Authorized to Sign:

Title:

Signature: _____ Date:
(Signature)

INSTRUCTIONS

Please submit **one original copy** of your proposal in the following order.

- Abstract
- Project Need
- Project Design
- Management Plan
- Adequacy of Resources
- Project Evaluation
- Detailed Budget
- Appendices A, B, C, and D

Use 12 point Times New Roman font with 1 inch margins on all sides. Do not bind, staple or fold the proposal nor submit additional materials such as newspaper clippings, a CD/DVD, video, etc. unless specifically requested in your "Invitation to Submit a Full Proposal."

Submit proposal to:

Caroline F. Peine
Charitable Foundation
Bank of America, NA, Trustee
PO Box 219119
Kansas City, MO 64121-9119

PROJECT INFORMATION

Project Title:

Contact Person:

Address:

City

Zip:

Phone:

Fax:

Contact Person Email:

Amount Requested

Start Date:

End Date:

To facilitate review of your grant, please format the narrative as follows. A copy of the grant review rubric is attached for your information and as an aid in writing.

Abstract: Provide a one page summary of the project. Include a brief description of the population to be served in the proposed project and a short description of the project's goal(s), objectives and activities.

Section 1: Project Need.

1.1 Cite factors that place the target population in need (e.g. high levels of drug use and substance abuse, exposure to physical abuse, low literacy levels, high poverty rates and inability to access needed services, absence of comparable community programs, etc). Use data that is specific and relevant to the target population to be served by the project and to the needs of the community. It also helps if the target population data can be compared to data in a broader population such as the county, state or nation.

Section 2: Project Design.

2.1 Goal(s), objectives and outcomes to be achieved by the proposed project. Each must be clearly specified, measurable and directly linked to the needs stated above. Goals and objectives should also be linked to the project evaluation.

2.2: What are your project's anticipated outcomes?

2.3 A brief descriptive narrative of the project activities.

Section 3: Management Plan.

3.1 Job descriptions for key project members of the project including time commitments.

3.2 The qualifications including relevant training and experience of the project director and key project personnel.

3.3 A brief narrative of the management plan including clearly defined responsibilities for the lead agency and cooperating partners with timelines and milestones. This section needs to provide a clear view of how the project will function to accomplish the goals and objectives.

Section 4: Adequacy of Resources.

4.1 A brief descriptive narrative of project support, including facilities, equipment, supplies and other resources from the participating institutions.

4.2 The level of demonstrated commitment of each cooperating partner in the implementation and success of the proposed project (this must be specified in the Letters of Commitment in Appendix D as well).

4.3 The potential for continued and sustained support of the project after funding ends including, as appropriate, the demonstrated commitment of appropriate entities to continue support.

Section 5: Project Evaluation.

The evaluation design needs to produce quantitative and qualitative data that describes the implementation of the project and the experiences of participants. For each goal and objective, the valuation design must include

1. What types of data will be collected;
2. What instruments will be used;
3. When reports of results and outcomes will become available; and
4. How information will be used by project staff to monitor progress and provide accountability information to the funding agency and organizational stakeholders.

Appendix A: A brief organizational description and last year's financial report, if available. If you agency has no financial report from last year, please explain why.

Appendix B: A brief history of the organization and evidence of previous success with grant funded projects, if applicable. If your organization has had no previous grant experience, please explain why you think your organization has the capacity to manage a major grant.

Appendix C: Proof of 501 (c) (3) status or tax exempt status.

Appendix D: List of cooperating partners with contact names and information. Include Letters of Commitment from collaborating partners. These letters should be specific about commitment to the project in terms of resources (money, staff time, volunteers, facilities, equipment, etc.).

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Detailed Budget: Each budget item must be briefly explained to demonstrate how it relates to the grant activities. There should not be any major items in the budget that are not referred to in the grant narrative. Matching funds should be identified as a partner contribution, cash match or in-kind match (indicate source). Please specify source for all non-Peine funds in the budget. **Add budget lines as necessary.**

			Matching Funds		
Budget Category	Explanation and/or calculation	Peine Foundation	Agency Contribution	Cash, fees, etc. (Identify source)	In-kind (Identify source)
Personnel					
	Subtotal				
Personnel Expenses					
Taxes	Calculated at ___ %				
Health Insurance					
Fringe Benefits					
Other					
	Subtotal				
Travel Expenses					
	Subtotal				
Supplies					
	Subtotal				

			Matching Funds		
Budget Category	Explanation and/or calculation	Peine Foundation	Agency Contribution	Cash, fees, etc. (Identify source)	In-kind (Identify source)
Contractual, Professional Services					
	Subtotal				
Equipment (if equipment lists are extensive, please attach detailed spread sheets)					
	Subtotal				
Other Expenses (please specify):					
	Subtotals				
	Totals				
TOTAL PROJECT COST					
<p>Have you requested, or do you plan to request funds for this project from another funding source? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please specify the funding source and the amount.</p> <p>Individual and/or organization (attach a separate sheet, if necessary, to fully explain):</p> <p>Amount:</p> <p>If you receive confirmation that you will receive any or all of this funding before the Peine Foundation makes its final grant decisions, please notify the Peine Foundation as soon as possible.</p>					

REVIEW RUBRIC: MANHATTAN FUND – CAROLINE PEINE CHARITABLE FOUNDATION

	0-5	6-10	11-15	Points
Project Need	<ul style="list-style-type: none"> ▪ Target population not clearly identified. 	<ul style="list-style-type: none"> ▪ Target population identified, but not clearly quantified. 	<ul style="list-style-type: none"> ▪ Target population identified and clearly quantified. 	
	<ul style="list-style-type: none"> ▪ Needs are not clearly articulated. 	<ul style="list-style-type: none"> ▪ Needs are articulated, but not explicitly linked to target population. 	<ul style="list-style-type: none"> ▪ Needs are clearly articulated and directly linked to target population. 	
	<ul style="list-style-type: none"> ▪ Identified need(s) have little importance to the community. 	<ul style="list-style-type: none"> ▪ Identified need(s) have limited importance to the community. 	<ul style="list-style-type: none"> ▪ Identified need(s) have significant importance to the community. 	
	<ul style="list-style-type: none"> ▪ Data is lacking or suspect, sources not identified and/or not related to the stated need(s) 	<ul style="list-style-type: none"> ▪ Data source(s) identified and are valid, but limited and do not clearly support the stated need(s). 	<ul style="list-style-type: none"> ▪ Data sources are valid; are directly related to and support the stated need(s). 	
	<ul style="list-style-type: none"> ▪ Duplication of services, if relevant, in the community not discussed. 	<ul style="list-style-type: none"> ▪ Duplication of services, if relevant, in the community discussed, but no or little evidence of coordination. 	<ul style="list-style-type: none"> ▪ Duplication of services, if relevant, in the community discussed with strong evidence of coordination.. 	
subtotal				
Project Design	<ul style="list-style-type: none"> ▪ Goals lacking or not linked to need(s). 	<ul style="list-style-type: none"> ▪ Goals linked or poorly linked to need. 	<ul style="list-style-type: none"> ▪ Goals clearly linked to need. 	
	<ul style="list-style-type: none"> ▪ Objectives lacking. 	<ul style="list-style-type: none"> ▪ Objectives provided but not clearly measurable. 	<ul style="list-style-type: none"> ▪ Objectives provided and clear measurement(s) specified. 	
	<ul style="list-style-type: none"> ▪ Outcomes not specified. 	<ul style="list-style-type: none"> ▪ Outcomes specified, but not clearly linked to needs 	<ul style="list-style-type: none"> ▪ Outcomes clearly specified and directly linked to needs 	
	<ul style="list-style-type: none"> ▪ Goals and objectives not reflected in the Evaluation 	<ul style="list-style-type: none"> ▪ Goals and objectives minimally reflected in the Evaluation 	<ul style="list-style-type: none"> ▪ Goals and objectives directly reflected in the Evaluation 	
	<ul style="list-style-type: none"> ▪ Narrative of project not provided or minimal. 	<ul style="list-style-type: none"> ▪ Narrative provided, but does not provide a clear picture of the project. 	<ul style="list-style-type: none"> ▪ Narrative of project provides a clear description of the project. 	
subtotal				
Management Plan	<ul style="list-style-type: none"> ▪ Key personnel not identified and job descriptions not provided or minimal. 	<ul style="list-style-type: none"> ▪ Key personnel identified, but job descriptions minimal. 	<ul style="list-style-type: none"> ▪ Key personnel identified and job descriptions clear. 	
	<ul style="list-style-type: none"> ▪ Key personnel qualifications not provided or not related. 	<ul style="list-style-type: none"> ▪ Key personnel qualifications minimal. 	<ul style="list-style-type: none"> ▪ Key personnel qualifications provided and significant. 	
	<ul style="list-style-type: none"> ▪ No cooperating partners, if relevant, specified. 	<ul style="list-style-type: none"> ▪ Cooperating partners, if relevant, identified but role not specified. 	<ul style="list-style-type: none"> ▪ Cooperating partners specified and role clearly identified. 	
subtotal				

Adequacy of Resources	▪ No or minimal evidence of agency support provided.	▪ Some evidence of agency support provided, but not clearly specified.	▪ Clear and significant evidence of agency support provided.	
	▪ No cooperating partners, if relevant, specified.	▪ Cooperating partners identified, but commitment not clear.	▪ Cooperating partners identified and commitment clearly specified.	
	▪ Sustainability, if relevant, not discussed.	▪ Sustainability discussed, but not well developed.	▪ Well developed sustainability plan.	
subtotal				
Evaluation Plan	▪ No evaluation proposed.	▪ Headcount or other minimal data.	▪ Detailed evaluation clearly linked to goals and objectives with feedback.	
Budget and Budget Narrative	<ul style="list-style-type: none"> ▪ No budget provided. ▪ Or, budget seems excessive for projects needs and outcomes. ▪ Narrative not provided or extremely limited. 	<ul style="list-style-type: none"> ▪ Budget accurate, but needs committee discussion and, perhaps, fine tuning. ▪ Narrative provided but not enough detail regarding staffing, salaries, benefits, supplies, equipment cost and/or other pertinent expenses 	<ul style="list-style-type: none"> ▪ Budget well developed and appropriate for project needs and outcomes. ▪ Narrative well developed with appropriate detail regarding staffing, salaries, benefits, supplies, equipment cost and/or other pertinent expenses. 	
proposal subtotal				
Bonus Points (1 – 10 points) (please specify a reason):				
Proposal Point Total				
Other Requested Information				YES/NO
Appendix A	▪ Organizational description.			
	▪ Last year's financial report.			
Appendix B	▪ Brief history of organization.			
	▪ Previous success with grant funded projects or statement of capacity to manage a major grant.			
Appendix C	▪ Proof of 501 (c) (3) or other tax exempt status.			
Appendix D	• List of cooperating partners with contact name, address, phone,			
	• Letters of Commitment			