



FULL PROPOSAL APPLICATION PROCEDURE

Full Proposals should be as concise as possible.

Expression of interest by the Foundation or an invitation to submit a full proposal is not to be construed as an indication of forthcoming grant approval.

Full Proposals should include and should be organized in the following format:

- A. Revised Letter of Inquiry (LOI) that addresses any new questions raised by the SFF board, or clarifies any statements in the original LOI. Also include any of the following that were not documented in the original LOI. This section should not exceed three pages.
 1. Description of project including starting and completion dates.
 2. Needs addressed and the principal goal.
 3. Description of the populations served by the project.
 4. Measurable objectives and anticipated benefits to the target population.
 5. Work plan or timeline of project.
 6. Evaluation plan for project outcome (what constitutes success and how is it measured?).
- B. Supporting Documentation
 1. Organization's total operating budget for current year (income and expenses).
 2. Most recent organization balance sheets (liabilities and assets).
 3. Grant(s) received (by funding source) and pending grant applications for this project from others.
 4. Qualifications of key personnel.
 5. A copy of organization's IRS 501(c)(3) tax exempt status letter.
 6. A list of the Board of Directors, with occupations or affiliations.
 7. Evidence that this application has the approval of the requesting organization's Board of Directors.

We are a paperless office; all documents are scanned to PDF. Electronic submissions are appreciated. PDF format is preferred, but we will also accept email, Word and Excel. If you are submitting paper documents, please avoid double-sided copies, bindings and staples. Only submit paper documents if you cannot provide them in soft copy. Do not send hard copy as a backup to soft copy. Do not send multiple copies of paper documents.