

## **Grant Proposal for The Joseph Michael Chubbuck Foundation**

*On a separate sheet of paper (hand written or typed) please provide us with the following information regarding the need for funding on our behalf. Attach this sheet to your written proposal. We will review your proposal and respond within 7-14 days.*

### **Organizational Background: The “Who” of your proposal.**

- Why you or your organization are qualified.
- Should include **brief** history, accomplishments, qualifications, experience in types of projects for which you seek funds, etc. ( LIMITED TO 1 - 2 PARAGRAPHS)

### **Need: The “Why” of your proposal.**

- Based on RESEARCH – trends, data, census, newspaper articles, worldwide web, etc.
- Describes or relates to your target population and the objectives of your proposal.
- Make sure the NEED relates to what you are going to DO with the funding.

### **Description of Project: The “What you will do”-Start with your Goals and Objectives.**

- **Goals:** Should be simple, general, and relevant to the population served:  
--Example: “To allow more cancer patients access to pain control through the use of needed pain pumps.”
- **Objectives:** Should be clear, timed, and measurable.  
--There are two kinds:
  1. **Process objectives:** These describe the program objectives you hope to achieve
  2. **Outcome objectives:** Describing what will occur (benefits to targeted population)

### **Implementation: Describe How you will achieve those Goals and Objectives.**

Key Personnel should be listed here.

- Who will be doing what with the funding; any activities to be completed to successfully accomplish your goals and objectives.

Don't forget to talk about training (if appropriate), and who will do the follow-up report to our Foundation.

### **Workplan/Timeline: (When)**

Doesn't have to be part of every grant but try to answer when you plan to use these funds-over what time frame (if applicable).

### **Budget:**

- Dollar amount you are requesting from The Joseph Michael Chubbuck Foundation.
- If able, provide a photo of the item or information from the vendor you are purchasing it from, or a written quote for the services needed

**Conclude your proposal with your signature, contact phone number, and e-mail a**