Chisholm House Endowment Fund
Application and Guidelines

I.   Cover letter signed by an officer (President, Dean, Executive Director). ***One Page***

II.   **Organizational Information**.
Include the following:
- A. Organization's Legal Name. If this is a collaborative application, list the fiscal agent.
- B. Address
- C. Telephone Number
- D. Fax Number (if applicable)
- E. Email Address
- F. Contact person and title.
- G. <u>Budget Summary for this proposal</u>
    1. Amount of this Request $_____
    2. Applicant's Contribution $_____
    3. Amount of Other Pending Requests $_____
    4. Amount of Other Confirmed Requests $_____
    5. Total Proposal Income (1+2+3+4=5) $_____
    6. Total Proposal Expense $_____
    7. Balance $_____

III.   **Proposal Narrative**: ***One - Two page maximum***.
- A. Background of the Organization
    1. A brief description of your organization's history and mission.
    2. The needs, problems or opportunities your organization addresses.
    3. Current programs including their accomplishments and lessons learned. What problems did the organization overcome to be successful?
- B. Funding Request
    1. State the amount you are requesting.
    2. Describe the purpose of your request, i.e., operating expense, program, capital campaign, etc.
    3. The population served by this program. Also show population the organization serves in whole. (Include numbers and geographical locations)

C. Financial Plan
1. The project budget, if project rather than operating funding is being requested. Include the amount requested, sources and amounts of other income and their status (confirmed, pending or not yet applied for). Be specific and identify in-kind support.
2. State when funding is needed.
3. State your sustainability plan for securing funding after the grant period has ended and into the future.
4. If you do not receive full funding at the time of your grant request, how will it impact your program?

D. Evaluation
What is your evaluation plan? Be specific.

Revised 11/2021