

**ARIZONA GRANTMAKERS FORUM**  
**Arizona Common Grant Application**  
[www.arizonagrantsmakersforum.org](http://www.arizonagrantsmakersforum.org)

**COMPONENTS OF PROPOSAL NARRATIVE**

(Not to exceed 3 pages in length, single spaced, using 12-point font and one inch margins)

**I. Grantmaker's Interest and Priorities**

Explain how your grant request meets this particular grantmaker's published interests.

**II. Organizational Background**

If this is a collaboration, describe the lead agency and its relation to others involved.

Describe:

- Your organization's history, mission and goals.
- Your organization's current programs, activities and accomplishments.
- The geographic area and target population served.
- The roles and responsibilities of staff, volunteers and the board specific to this grant request.

**III. Purpose of Request**

- Describe the specific problem/need or opportunity in your community that this funding request will address.
- Describe how this project relates to your organization's overall mission.
- Summarize the work plan that will be used to accomplish this request. Include tasks and timetables for staff and key organizations. Include community resources utilized for this effort.

**IV. Community Context**

- Describe your organization's relationship to other similar community efforts and how you are cooperating with other agencies working in this field. Describe how your request differs from or builds on these efforts.
- If applicable, describe the roles and responsibilities of the community partners with whom you are working.
- Describe the role of community members in your organization and in this specific grant request.

**V. Evaluation Plan**

- Describe your criteria for success. What do you realistically want to happen as a result of your activities? Include the short-term changes you want to achieve

and the long-term changes you are working toward and how this grant request will forward the long-term changes.

- How will you measure changes?
- Who will be involved in evaluating this work?
- What will you do with the results of your evaluation? How will it be used to affect the program?

#### **VI. Sustainability**

- Describe how the resources to sustain this effort will be secured.

#### **VII. Additional Resources**

- Describe any additional funding needed to complete this effort and how you will secure it.
- List all the sources being solicited for funding this grant request and the status of each request (e.g., fully funded, partially funded or pending).
- Briefly describe the in-kind support your organization receives annually.

#### **Proposal Checklist**

- ✓ Executive Summary Form.
- ✓ Proposal Narrative (up to 3 pages).
- ✓ Copy of IRS determination letter (or that of fiscal agent).
- ✓ Most recent 990 tax return.
- ✓ List of Board members, their professions, places of employment, and how much they contribute financially to the organization. List separately the percent of board members who contribute financially.
- ✓ Brief biographies of staff, including qualifications relevant to this request.
- ✓ Letter of authorization for funding signed by executive of organization.
- ✓ Organizational budget.
- ✓ Detailed project budget with budget narrative explaining numbers.
- ✓ Financial statements.
- ✓ Additional information required by a particular grantmaker.

#### **Optional Attachments**

- ✓ Most recent annual report
- ✓ Letters of commitment from participating organizations