

# The Jack Chester Foundation

## Grant Proposal Format

- I. PROPOSAL SUMMARY** - Please summarize in a short paragraph the purpose of your agency. Briefly explain why your agency is requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if a grant is made. *Do not use more than one-half page.*
- II. NARRATIVE** - *Please do not use more than five pages.*
- A. Background** - Describe the work of your agency, addressing each of the following topics:
1. A brief description of its history and mission.
  2. The need or problem that your organization works to address.
  3. Current programs and accomplishments. Please emphasize the achievements of the past year.
  4. The population that your agency serves, including geographic location, socio-economic status, race, ethnicity, gender, sexual orientation, age, physical ability and language.
  5. Number of paid full-time staff; number of paid part-time staff; number of volunteers.
  6. Your organization's relationships - both formal and informal - with other organizations working to meet the same needs or providing similar services. Please explain how you differ from these other agencies.
- B. Funding Request** - Please describe the program for which you seek funding.
1. If applying for *general operating support*, briefly describe how this grant would be used.
  2. If your request is for a *specific project*, please explain the project including:
    - A statement of its primary purpose and the need or problem that you are seeking to address.
    - The population that you plan to serve and how this population will benefit from the project.
    - Strategies that you will employ to implement your project.
    - The names and qualifications of the individuals who will direct the project.
    - Anticipated length of the project.
    - How the project contributes to your organization's overall mission.
  3. Please list the foundations, corporations, and other sources that you are soliciting for funding and, to the best of your knowledge, the status of your proposal with each.
- C. Evaluation** - Please explain how you will measure the effectiveness of your activities. Describe your criteria for a successful program and the results you expect to have achieved by the end of the funding period.

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### III. ATTACHMENTS - Please label all attachments.

#### A. Financial Information - Please provide the dates that each document covers.

1. Your most recent financial statement, audited if available. This statement should reflect *actual* expenditures and funds received during your most recent fiscal year.
2. Aligned side by side on the same page, your operating budgets for the current and most recent fiscal year.
3. Aligned side by side on the same page, a list of foundation and corporate supporters and other sources of income, with amounts, for your current and most recent fiscal year.
4. *If project funding is requested:* A current budget for the project. List each staff line separately and include % of time spent on project. Indicate the specific uses of the requested grant, if possible.

#### B. Other Supporting Materials

1. A list of your Board of Directors, with their affiliations.
2. A copy of **your most recent IRS letter indicating your agency's tax exempt status**, or, if not available, an explanation.
3. One-paragraph resumes of key staff.
4. Your most recent annual report, if available.
5. *No more than three* examples of recent articles about, or evaluations of, your organization, if available.

### IV. SUBMISSION - Submit **3 copies** of the application; each application must include all supporting materials

#### A. Applications should be submitted to:

Jack Chester Foundation  
c/o SunTrust Bank, Foundations & Endowments  
200 S. Orange Avenue  
SOAB 10  
Orlando, FL 32801

#### B. Deadline:

1. Applications sent by **courier** (such as FedEx or UPS) must be **postmarked** by **December 31st**.
2. Applications sent by **mail** must be **received** by **December 31st**.