



## 2020 Children, Youth & Families Program

### **Emotional Well-Being Grant Concept Paper Cover Page**

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The Foundation is requesting a Concept Paper to help us assess whether your proposed project is aligned with our funding priorities and to offer suggestions to enhance the request before submission of a full proposal. Please review the Grant Guidelines for this program before developing your Concept Paper.

The Concept Paper includes this cover page, a 1-2 page narrative which follows the outline below and optional attachments. Please submit via email to [contact@sudburyfoundation.org](mailto:contact@sudburyfoundation.org) by 5:00 pm. on October 9, 2020. Staff will acknowledge receipt and provide feedback as quickly as possible.

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#### **General Information** / Please complete and return with the Concept Paper narrative.

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Legal Name of Organization \_\_\_\_\_

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Address \_\_\_\_\_

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City, State, Zip \_\_\_\_\_

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Executive Director \_\_\_\_\_

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Email \_\_\_\_\_

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Other Contact/Title \_\_\_\_\_

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Email \_\_\_\_\_

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Telephone \_\_\_\_\_

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Website \_\_\_\_\_

Fiscal Sponsor contact information, if appropriate: \_\_\_\_\_

Year Founded: \_\_\_\_\_

Tax Exempt ID: \_\_\_\_\_

Annual Operating Budget: \$ \_\_\_\_\_

Fiscal Year Start Date: \_\_\_\_\_

# of Staff (FT): \_\_\_\_\_

# of Staff (PT): \_\_\_\_\_

# of Board Members: \_\_\_\_\_

# of Volunteers: \_\_\_\_\_

Anticipated Request Amount: \_\_\_\_\_

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**Signature: Executive Director, Board President or Superintendent/Title**

**Date (MM/DD/YY)**



## 2020 Children, Youth & Families Program **Concept Paper Outline**

Please submit the Concept Paper by email to [contact@sudburyfoundation.org](mailto:contact@sudburyfoundation.org) by 5:00 p.m. on October 9, 2020.

The following information should be included in your Concept Paper:

- I. A brief description of your youth-serving agency including its mission, target population and accomplishments.
  - a) The scope of your work serving children and youth (up to age 22) using the measures you feel are most relevant (i.e., number of clients, number of programs).

First-time applicants only, please include:

- b) A list of the communities you work in. Help us understand the scope of your work in our catchment area vs. the total geography served, using the measures most relevant to your agency. (See Grant Guidelines for the Foundation's catchment area.)
2. A concise description of the proposed project including:
  - 1) What you plan to do and why
  - 2) Your target population
  - 3) The activities to be completed, including a time-line
  - 4) A draft budget
  - 5) How this project is different from or enhances your current work
  - 6) The results you anticipate and how you plan to determine success
  - 7) Other information you feel is relevant

### **Attachments (optional at this time):**

- A. Current Operating Budget
- B. Current Strategic Plan, if available
- C. Consultant quotes, if applicable