



2021 Children, Youth & Families Program

Emotional Well-Being Grant Concept Paper Cover Page

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 by 5:00 pm. on July 8, 2021. Staff will acknowledge receipt and provide feedback as quickly as possible.

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

Legal Name of Organization _____

Address _____

City, State, Zip _____

Executive Director _____

Email _____

Other Contact/Title _____

Email _____

Telephone _____

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: _____

Signature: Executive Director, Board President or Superintendent/Title

Date (MM/DD/YY)



2021 Children, Youth & Families Program **Concept Paper Outline**

Please submit the Concept Paper by email to contact@sudburyfoundation.org by 5:00 p.m. on July 8, 2021.

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