



Sudbury Program
Application Cover Page
 Nonprofit Organizations

General Information / Please complete and return with your application materials.

Legal Name of Organization _____

Address _____

City, State, Zip _____

Executive Director _____

Email _____

Other Contact/Title _____

Email _____

Telephone _____

Website _____

If you have a fiscal sponsor, please provide organization name/contact person/address: _____

Year Founded: _____

Tax Exempt ID: _____

Annual Operating Budget: \$ _____

Fiscal Year Start Date: _____

of Staff (FT): _____

of Staff (PT): _____

of Board Members: _____

of Volunteers: _____

Proposal Information

Grant Application Due Date (Check one):

January 1

April 1

July 1

October 1

Check the project area you are applying to:

Youth Development and Opportunity

Preservation of Community Character and Assets

Community Building/Town Betterment

Historical Preservation

At-Risk Populations

Environmental Preservation

Project Name: _____

Project Description: (Please summarize the project in 2-3 sentences.)

Amount requested: \$ _____ (Please round up to nearest \$10.)

Total project cost: \$ _____

Proposed time period: _____

Executive Director Signature/Title _____

Date (MM/DD/YY) _____



Sudbury Program **Application Outline** Nonprofit Organizations

Instructions

Please answer each question clearly and concisely in the order listed. If a question is not applicable to your project, please indicate that. Most proposals can be presented well in 3-5 pages.

Return the application, signed cover sheet, required attachments and any additional supporting materials you wish to include to contact@sudburyfoundation.org by 5:00 p.m. on the grant due date.

Background / *Briefly describe:*

1. **History:** Your organization's mission and history, including goals and key achievements, population and geography served.
2. **Leadership:** Your organization's structure including board, staff and volunteer involvement.
3. **Finances:** Principal sources of support and income: client fees, membership dues, grants (a list of funders, if appropriate), special events, endowment income, in-kind support, etc., as well as a summary of expenses.

Proposal Narrative / *Briefly describe:*

1. The issue(s) you hope to address through the proposed project and how the project came about (a brief history and context).
2. Who will be served (i.e., groups, age, number, socioeconomic characteristics) if different than described under “Background” above.
3. A timeline for the project, the activities involved and evidence that your organization can complete them.
4. How the project fits with your organizational goals and the themes and priorities of the Sudbury Foundation: (Youth Development and Opportunity, Community Building/Town Betterment, At-Risk Populations, and Preservation of Community Character and Assets).
5. Anticipated outcomes and measures of success.
6. How the activity will be sustained after grant funding has ended.

Attachments

A. Project & Organizational Budget

The Foundation encourages use of our Budget Template which is similar to the Philanthropy Massachusetts (formerly AGM) budget template with the following caveats:

- In addition to your agency's current year operating budget, we ask for the previous year's actuals.
- If the project you are requesting funding for is part of a program within a larger agency, please add a column to your spreadsheet for the program budget. In such cases, your budget chart will have a column for the project budget, a column for the program budget and a column for the organizational budget (as well the organization's previous year actuals).
- Please include In-Kind support under Footnotes.
- For the Project portion of the budget, please include:
 - your agency's contribution to the project, if applicable.
 - a list of other foundations and companies being approached to fund this project with dollar amounts, indicating which sources are pending, committed or anticipated.

B. Most recent independent audit.

C. IRS letter confirming tax exempt status - 501c(3). (Nonprofits who have received Sudbury Foundation funding within the last three years do not need to resubmit the letter.)

D. Current board and staff lists, with relevant backgrounds and affiliations.

E. If applicable, a list of the consultants you are considering working with and their project quotes, or information on the consultant selected including resume, scope of work plan and fee.

F. Current Strategic Plan, if available.

G. Relevant support or promotional material (optional).