

Grant Proposal Guidelines

- The deadline to submit a grant proposal is December 31st. Letters of Inquiry (LOIs) have been suspended (for now).
- A single-sided grant proposal with a 12-point font is preferred.
- ***Respond to questions in the same order they are presented, following a “question and answer” format.***
- Submit one cover sheet, grant proposal and supplemental materials. ***Follow online submission directions below.***
- Supplemental materials should only include:
 - IRS determination letter verifying tax-exempt status (if not previously submitted)
 - Current fiscal year operating budget
 - Annual report, program brochure or other relevant marketing materials
 - Research or curriculum supporting program implementation
- Questions should be directed to:

Patricia O’Brien: 440-366-4885 or pobrien@stockerfoundation.org
Melanie Wilson: 440-366-4884 or mwilson@stockerfoundation.org

How to Submit a Completed Grant Proposal:

- 1) Create a .pdf file (Proposal 2020_Your Organizations Full Name) that includes the cover sheet, proposal, and project budget
- 2) Create a .pdf file (Supplemental Materials 2020_Your Organizations Full Name) that includes all supplemental materials
- 3) Email both .pdf files to mwilson@stockerfoundation.org -- The subject line of the email should read: Proposal 2020 Your Organization’s Full Name

Please contact Melanie Wilson by telephone if you have any difficulty or are unable to submit a grant proposal by email.

Organizational Background:

- Describe the work of your organization, addressing each of the following: year established and for what purpose; need or problem your organization addresses; population served; number of staff and volunteers; and current programs and accomplishments.
- Organizational budget for the current fiscal year
- List of current board members
- Major sources of funding for the current fiscal year (provide in percentages; must add up to 100%)
- Percentage of board members making a financial contribution for the current fiscal year; if less than 100% please explain

Student Data:

- Using the chart below, record the total number of students that will be served during the grant period as well as a breakdown of students by grade level(s). Make sure to let us know if the program also serves families or parent/caregiver.

Estimated Total Number of Students Served	Pre-K	K-1	2-3	4-6	7-8	Family or Caregivers

- Tell us more about students served; if the program is offered at more than one program site or school, provide data averages.

Estimated Total Number of Students Served	Percentage of Students Eligible to Receive a Free or Reduced Price School Lunch

%Asian	%Black	%Hispanic or Latino	%White	%Pacific Islander	%Multiracial or Other

Percentages must equal 100%

Program Idea:

- Describe the program and why it's needed.
- How does the program align with The Stocker Foundation's stated grantmaking priorities of Literacy + STEAM?
- How does the program contribute to your organization's overall mission?
- What does success look like for the program? *Be creative and "show us" the program in action (short mobile phone videos are encouraged!)*

Program Implementation:

- What is the anticipated length of the program and what schools or locations will be served?
- Goals help us understand organizational intent and what the program is designed to achieve. Please list all program goals.
- How will the program accomplish its goals? Please describe all program strategies and activities utilized to help meet stated goals. Be sure to include information about service delivery and timeline.
- Why do you think implementing this set of strategies and activities will result in the goals you have set? The connection between program strategies and program goals are assumptions as to why the program should work.

Program Investment:

- Using the budget document provided, present a complete project budget for the entire program. State specifically how funds from The Stocker Foundation will be used. Budget notes are required.
- List other committed or potential funders of the program (source and dollar amount, if known).

Program Impact and Evaluation:

- How will the program measure its success? What, if any, evidence-based practice evaluation tools will be used? For established programs, provide program data for at least the most recent year.
- How will student progress be monitored and documented during the grant period? Who will be involved in evaluating the program?
- Describe all expected outcomes for program participants.



- Please identify any challenges students could face that might present barriers toward program success.
- How will the results of past programs be integrated into future program growth (if applicable)? For new programs, how will your intended outcome measurements play into the future growth of the program?
- Can support from The Stocker Foundation leverage other community support? How will the program be sustained after grant funds have been expended?

Other Important Program Information:

- Indicate the number of full or part time staff available to implement the program (please include paraprofessionals, AmeriCorps, etc.) in this list. FTEs ___ PTEs ___ Other ____
- When applicable, describe how volunteers (e.g., teens, adults, or older adults) support program delivery and training they receive.
- Explain how parents are encouraged to participate in or support the program.
- Describe how other community partners are involved in program implementation.
- If students receive books to take home and keep, tell us what happens after the book distribution is complete?

