Grant Application Requirements

If your Grant Program Initial Inquiry has been approved to move forward, this document will provide an overview of the grant application requirements. The application requirements are comprehensive, so it will help to understand what proposal elements will be needed. The Application Form will be available in the online Foundation Cloud Portal thirty days prior to the application deadline.

As part of the application, you will be asked to upload:

A Proposal Narrative which includes:

- Purpose of project.

- Description of the need.

- How this work addresses the need.

- How this work addresses health equity and social determinants of health.

- Description of program activities.

- Description of potential problems or obstacles in project and plan to overcome them.

- Expected impact or outcomes; include measurable outcomes and what impacts and outcomes you expect the target population to experience as a result of the project.

- Evaluation and methodology.

- Implications to cost, quality, and/or access to healthcare.

- Sustainability plan.

- Potential for replication.

Program Attachments to support the Proposal Narrative:

- SMART Objectives Tables (link on Grant Seekers page)

- Planned Participant Table (link on Grant Seekers page)

Detailed Budget and Budget Justification:

- A Budget Template is provided in the portal. Please note the following regarding your budget:

    o The Foundation does not pay for indirect costs except for limited fringe benefits, including health, personal and/or medical benefits. The allowable fringe benefit

expense may not exceed the lesser of 25 percent of the salary subtotal figure or the actual cost of the fringe benefits.

- o The Foundation does not pay for tuition expenses or continuing education units for the PI, project staff, or students.

- o The following are not supported by this funding program: computer equipment, including hardware and software; one-time use consumables, such as medical and office supplies; furnishings; and capital expenses, such as phone, rent, building insurance.

- o Conference travel is limited to $1,000.

- o Funds requested, anticipated, or provided by other sources for the same or similar project must be described in detail on an attached sheet and referenced in a cover letter.

Other Required Attachments:

- Letters from Co-funder(s) for the proposed program (if applicable).

- Resume of the Project Director(s) and other key personnel/staff.

- Copy of the organization's mission, history, and services.

- Copy of most recent Internal Revenue Service 501(c)(3) tax determination letter.

- Copy of organization's most recent Internal Revenue Service Form 990 or audited financial statement.

Questions or Concerns

The Impact Team is here to answer any questions you may have at any time throughout our grant process. If you encounter any issues with logging into the portal or with the application template itself, please reach out to Gayle Berner for technical assistance at grants@yourchildrensfoundation.org.

For questions related to the application requirements or your proposed program, please contact your Impact Director:

Therese Quattrociocchi-Longe, Impact Director at tquattro@yourchildrensfoundation.org

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