



## **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 this document will guide you through the required proposal elements.

The Application Form will be available in the online Grant Lifecycle Manager (GLM) portal at least thirty days before the application deadline.

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

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 the 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 for cost, quality, and/or access to healthcare.
- Sustainability plan.
- Potential for replication.

### **SMART Goals and Objectives**

As part of the application, you'll be asked to show how you plan to measure success by sharing clear, measurable goals and objectives using the SMART framework. SMART stands for Specific, Measurable, Achievable, Realistic, and Timely. Your SMART goal(s) should reflect all of these qualities, and your objectives should describe the steps you'll take to achieve it.

To help you get started before the portal opens, we encourage you to use the SMART Objectives Table to draft your responses before entering them into the online application form. You can find it on our website ([Grant Seekers - Children's Foundation](#)) under Step 4 of "How to Apply for a Grant."

## **Planned Participants**

You'll also be asked to share how many clients or participants your proposed program is expected to serve. To help you prepare before the portal opens, we encourage you to use the Planned Participants Table to draft your responses before entering them into the online application form. You can find it on our website ([Grant Seekers - Children's Foundation](#)) under Step 4 of "How to Apply for a Grant."

## **Detailed Budget**

A Budget Template may be downloaded from the portal. Please note the following regarding your budget:

- The Foundation does not pay 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 fringe benefits.
- The Foundation does not pay for tuition expenses or continuing education units for the PI, project staff, or students.
- 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, and building insurance.
- Conference travel is limited to \$1,000.
- 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.

## **Budget Justification**

Please be prepared to describe how each budget item will be used to support the grant and the achievement of your project goals.

**Other Required Attachments:**

- Letters from Co-Funder(s) for the proposed program (if applicable).
- Resume of the Project Director(s) and other key personnel.
- Copy of the organization's mission, history, and services.
- Copy of the most recent Internal Revenue Service 501(c)(3) tax determination letter.
- Copy of the organization's most recent Internal Revenue Service Form 990 or audited financial statements.

***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, Grants Director, for technical assistance at [Grants@yourchildrensfoundation.org](mailto:Grants@yourchildrensfoundation.org).

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

Therese Quattrociocchi-Longe, Impact Director, at [tquattro@yourchildrensfoundation.org](mailto:tquattro@yourchildrensfoundation.org)  
Jocelynn Inge, Impact Manager, at [jinge@yourchildrensfoundation.org](mailto:jinge@yourchildrensfoundation.org).