



## **Instructions**

- Please type and single-space all proposals.
- Please answer all of the questions in the order listed.
- Please use headings as provided.
- Please submit only one copy.
- Please do not include any materials other than those specifically requested at this time.
- Please do not send videotapes.
- Please mail all proposals to:

Margaret and Peter Chang Foundation  
Attn: Grants Committee  
445 East Broad Street  
Westfield, NJ 07090

# Margaret and Peter Chang Foundation Application Form

## Cover Sheet

Date of Application: \_\_\_\_\_

Name of organization to which grant would be paid. Please list exact legal name:

\_\_\_\_\_  
Purpose of grant (one sentence): \_\_\_\_\_

\_\_\_\_\_  
Address of organization: \_\_\_\_\_

\_\_\_\_\_  
Telephone number: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Executive Director: \_\_\_\_\_

Contact person and title (if not Executive Director): \_\_\_\_\_

\_\_\_\_\_  
Is your organization an IRS 501(c)(3) not-for profit? (yes or no): \_\_\_\_\_

If no, please explain: \_\_\_\_\_

\_\_\_\_\_  
Grant request: \$ \_\_\_\_\_

Check one (based on the organization's priorities and the funder's guidelines):

General support \_\_\_\_\_

Project support \_\_\_\_\_

Total organizational budget (for current year): \$ \_\_\_\_\_

Dates covered by this budget (mo/day/year): \_\_\_\_\_

Total project budget (if requesting project support): \$ \_\_\_\_\_

Dates covered by project budget (mo/day/year): \_\_\_\_\_

Project name (if applicable): \_\_\_\_\_

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## Grant Proposal Format

### I. PROPOSAL SUMMARY - One-half page, maximum

Please summarize in a short paragraph the purpose of your agency. Briefly explain why your agency is requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if a grant is made.

### II. NARRATIVE – Five pages maximum.

#### A. Background – Describe the work of your agency, addressing each of the following:

- i. A brief description of its history and mission.
- ii. The need or problem that your organization works to address, and the population that your agency serves, including geographic location, socioeconomic status, race, ethnicity, gender, sexual orientation, age, physical ability, and language.
  - iii. Current programs and accomplishments. Please emphasize the achievements of the recent past.
- iv. Number of full-time staff; number of paid part-time staff; number of volunteers.
- v. Your organization's relationships – both formal and informal – with other organizations working to meet the same needs or providing similar services. Please explain how you differ from these other agencies.

#### B. Funding Request – Please describe the program for which you seek funding.

- i. If applying for general operating support, briefly describe how this grant would be used.
- ii. If your request is for a specific project, please explain the project including:
  - a) A statement of its primary purpose and the need or problem that you are seeking to address.
  - b) The population that you plan to serve and how this population will benefit from the project.
  - c) Strategies that you will employ to implement your project.
  - d) The proposed staffing pattern for the project, and the names and titles of the individuals who will direct the project.
  - e) Anticipated length of the project.

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f) How the project contributes to your organization's overall mission.

**C. Evaluation** – Please explain how you will measure the effectiveness of your activities.

Describe your criteria for a successful program and the results you expect to have achieved by the end of the funding period.

**III. ATTACHMENTS** – Please label all attachments to correspond to the bold-faced, capitalized items below.

**A. Financial Information** - Please provide the dates that each document covers.

- i. Your **MOST RECENT FINANCIAL STATEMENT**, audited if available. This statement should reflect *actual* expenditures and funds received during your most recent fiscal year.
- ii. Aligned side by side on the same page, your **OPERATING EXPENSE BUDGETS** for the current and most recent fiscal year.
- iii. Aligned side by side on the same page, **A LIST OF** foundation and corporate **SUPPORTERS** and all other sources of income, with amounts, for your current and most recent fiscal year.
- iv. Please list the foundations, corporations, and other **SOURCES** that you are **SOLICITING FOR FUNDING** and, to the best of your knowledge, the **STATUS OF YOUR PROPOSAL** with each.

If project funding is requested:

- v. A **CURRENT EXPENSE BUDGET FOR THE PROJECT**. List each staff line separately and include percent (%) of time spent on the project. Indicate the specific uses of the requested grant, if possible.
- vi. A list of all **SOURCES OF INCOME** toward the project, actual and prospective amounts.

**B. Other Supporting Materials**

- i. A list of your Board of Directors, with their affiliations.
- ii. A copy of your most recent IRS letter indicating your agency's tax exempt status, or, if not available, an explanation.

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- iii. One-paragraph resumes of key staff, including qualifications relevant to the specific request.
- iv. Your most recent annual report, if available.
- v. *No more than* three (3) examples of recent articles about, or evaluations of, your organization, if available.