

## **Grant Proposal Guidelines**

The deadline to submit a grant proposal to The Stocker Foundation is December 31st.

Five-page maximum (single-sided using a 12-point font). The project budget is included in the page count. Pages must be numbered.

Respond to questions in the same order as presented, following a “question and answer” format.

Submit completed cover sheet, grant proposal and supplemental materials, using *online submission directions below*.

Supplemental materials are in addition to proposal and include:

- IRS determination letter verifying tax-exempt status (if not previously submitted)
- Organizational background information (year founded, purpose, current programs, and accomplishments)
- Board list and percentage making a financial contribution, if less than 100% participation, please explain
- Current operating budget and major sources of funding for the fiscal year (provide in percentages; must add up to 100%)
- Annual report or other relevant marketing materials
- Research supporting program implementation

### **Have a question - Contact:**

Patricia O’Brien: 440-366-4885 or [pobrien@stockerfoundation.org](mailto:pobrien@stockerfoundation.org)

Melanie Wilson: 440-366-4884 or [mwilson@stockerfoundation.org](mailto:mwilson@stockerfoundation.org)

### **How to Submit a Completed Grant Proposal:**

- 1) Create a .pdf file (Proposal 2021\_Your Organizations Full Name) that includes the cover sheet, proposal, and project budget
- 2) Create a .pdf file (Supplemental Materials 2021\_Your Organizations Full Name) that includes all supplemental materials
- 3) Email both .pdf files to [mwilson@stockerfoundation.org](mailto:mwilson@stockerfoundation.org) -- The subject line of the email should read: Proposal 2021 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.*

**Proposal Housekeeping:**

Request is for: \_\_\_\_\_ Summer \_\_\_\_\_ School year

| Grant Award | Program Begins      | Program Duration (max) | Eligible to Submit for 12/31/22 |
|-------------|---------------------|------------------------|---------------------------------|
| Spring 2022 | Summer 2022         | Three Months           | Yes                             |
| Spring 2022 | School Year 2022-23 | 12 Months              | No                              |

*Multi-year requests must have prior approval before submitting.*

**Needs Statement:**

Provide a Needs Statement that describes the program for which funding is sought. Be sure to detail how the program relates to your organization’s mission and purpose as well as individuals served. Identify a realistic implementation strategy and timeline.

**Student Diversity Data:**

Using the chart below, record the total number of students served during the program as well as a breakdown of students by grade level(s). Make sure to let us know if the program serves families or parents/caregivers.

| Estimated Total Number of Students Served | Pre-K | K-1 | 2-3 | 4-6 | 7-8 | Families/Parents 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 American | African American/Black | Latinx/Hispanic or Latino | White (Non-Hispanic) | Pacific Islander | Multiracial |
|----------------|------------------------|---------------------------|----------------------|------------------|-------------|
|                |                        |                           |                      |                  |             |

*Percentages must equal 100%*

**Program Impact & Evaluation:**

- How does the program align with The Stocker Foundation’s stated grantmaking priorities of Literacy + STEAM?
- If students receive books to take home and keep, tell us what type or amount of parent engagement is expected to occur?
- What does success look like for the program? *Be creative and “show us” the program in action (short mobile phone videos are encouraged!)*
- Why do you think implementing this set of strategies and activities will result in the goals you have set?
- 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?
- Identify any challenges or barriers toward program success.

**Project Budget:**

- Using the budget document provided, present a project budget for the entire program, listing all expenses and sources of funding. State specifically how funds from The Stocker Foundation will be used.
- Budget notes are required and should include a list of all funders (committed or pending). When possible, provide an award date and the amount received.

