

**AVIS FOUNDATION, INC.**  
**FULL GRANT PROPOSAL GUIDELINES**

**Characteristics of a Successful Proposal**

- The proposal aligns closely with one or more of the Foundation's stated priorities and with the applicant organization's strategic plan.
- The proposal presents a compelling case by thoughtfully and succinctly addressing each of the narrative sections listed below.
- The proposal is leveraged to engage other donors through a match or challenge.
- The proposed grant will support compelling outcomes with clear, measurable results that can be achieved in one to three (1-3) years.
- The proposal is submitted by the deadline of July 31.

**Narrative Content**

The proposal should avoid use of undefined acronyms; it should thoroughly yet succinctly address the following five topics.

- 1. Provide a brief summary statement including the project title, total amount requested, as well as the type and duration of the proposed grant.**
- 2. Fully describe the purpose of the grant and what needs the proposed program (or project) will address.**
  - Explain how you determined these needs.
  - Describe who will be served through the program.
  - Describe what will be different and how you will measure that difference after the grant is completed. (Explain or further define the three or more quantified, measurable results.)
- 3. Explain why your organization is the appropriate group to meet such needs.**
  - Describe your organization's history, mission, key strategies, goals and successes.
  - Describe how the proposed program aligns with your organization's board-approved strategic plan.
  - Describe how you assessed whether other agencies may be addressing the same need or providing similar services, and how your organization is different or complementary.
- 4. Describe how the project will be executed.**
  - Describe the timeline and implementation plan; consider presenting it in chart form to illustrate who will do what by when.
  - Describe who will manage the project and what their qualifications are.
- 5. Detail your funding plan.**
  - What will the Foundation's grant purchase or support: i.e., how much staff time, consultants, supplies, etc.?
  - Describe the financial resources that will be invested in the program; what other funders are involved with the program; how much is committed; how much is pending.
  - If you receive partial funding or are declined funding, what alternative plan will you follow?

- What are your plans for long-term sustainability and/or maintenance of the proposed program?

## **6. Describe how your program or project aligns with the Avis Foundation mission.**

**Narrative Format** of the full proposal should be no more than 8-10 type-written, double-spaced pages. Any full proposals submitted via email should be sent in PDF format.

### **Required Attachments**

In addition to the narrative, include the following:

- 1. Most recent audited financial statement.** If your organization does not have an audit, then provide a statement of financial position (balance sheet) and statements of activities (profit and loss and budget versus actual) that have been accepted by your board of directors.
- 2. A current organizational budget** and an organizational budget for the fiscal year in which the grant term will begin if different from the current budget.
- 3. A detailed project or program budget for the grant term** showing the proposed use of the Foundation's grant: if necessary, include notes to describe how the grant will be spent and what goods or services it will underwrite.
  - Organization and program budgets should include both income and expenses.
  - Make sure the budget figures match what was entered when detailing the funding plan (point number 5).

### **General Tips Regarding the Fund's Proposal Process**

- Proposals that are incomplete or late may not be considered.
- Proposals that go beyond the stated length may not be considered.
- If proposal needs vary from the LOI, consult with the executive director before final proposal submission.
- Guidelines and priorities may change in future years, but these are final for the 2023 grant cycle.

*Proposal review is a competitive process and submission does not guarantee funding. Upon completion of proposal review, program staff develops a funding recommendation, which is reviewed with the Foundation's Board of Directors. Recommendations are based on proposal strength, including the organization's match with Foundation's priorities. Grants are approved at the discretion of the Foundation's Board of Directors.*