GRANT PROPOSAL OUTLINE

Proposals should include the following information, preferably in the order indicated. The proposal itself should not exceed 10 pages (including budget) and be single-spaced, in a font size no smaller than 11-point with margins no smaller than 1 inch. The proposal should also include a one-page cover letter/page and a proposed budget.

The cover letter/page should include the following information:

- Date

- Formal Name of Organization/Institution

- Address

- City/State/ZIP

- Name, Title, Phone, and E-mail of Principal Investigator

- Program or Project Name

- Grant amount requested from ADEAGies Foundation

The proposal should expand on your approved application.

- Elaborate on your program or project's mission and goals and how they align with the ADEAGies Foundation's mission. Be sure to include which focus area(s) it will address (see Guidelines for a list of focus areas).

- Explain how the grant funds will be used specifically.

- Provide more detail on how you will measure the anticipated impact, outcome or success of your program or project. Include any specific events, documents, presentations, or other material results.

- List the names and designations of people and their role on this program or project. Also include any organizations and institutions involved, and how they contribute or are essential to the program or project.

- Include specific details outlining how you will recognize the Foundation.

Use the proposal budget spreadsheet (on the Grant Seekers web page under Grant Proposal Process) to provide a full estimated program or project budget.

- Complete only the areas relevant to your budget; leave irrelevant sections blank.

- During the proposal stage, you will not enter any information into the Budgeted Expenditures column.

- If your proposal is accepted, use the same budget template to record your Actual expenses for reporting Periods I and II.