

# **THE ROCKDALE FOUNDATION GRANT PROPOSAL GUIDELINES**

- I. Organization Information**
  - a. Name
  - b. Contact Name
  - c. Address
  - d. Phone
  - e. Email
  
- II. Executive Summary (1pg)**
  - a. Summary of the entire proposal
  - b. Funding requirements
  
- III. Opportunity Statement (2pgs)**
  - a. Background of the organization
    - i. Organizational overview
    - ii. Macroeconomic conditions
    - iii. Current strategic goals
  - b. Problem Statement
  - c. Proposed Intervention(s)
  - d. Expected Impact
  
- IV. Timeline for Implementation (1 pg)**
  
- V. Plan for Reporting (1 pg)**
  - a. Monitoring
  - b. Evaluation
  
- VI. Financials**
  - a. Audited balance sheet
  - b. Audited income statement
  - c. Operational Budget
  - d. Detailed Project budget
  
- VII. Appendices**
  - a. List of Board of Directors & Key Leaders
  - b. IRS Determination Letter
  - c. Strategic Plan
  - d. Annual Report
  - e. Current/Anticipated Funding Sources