



## Children, Youth & Families Capacity Building Program Concept Paper Outline

The Foundation is requesting a Concept Paper to help us assess whether your proposed project is aligned with our funding priorities and to offer suggestions to enhance the request before the submission of a full proposal. Please be sure to consult our Children, Youth & Families Program guidelines before developing your Concept Paper.

Concept Papers should be 1-2 pages long and must be submitted via email by March 12, 2012 at 5:00 pm. We will acknowledge receipt via email. Staff will comment on Concept Papers as quickly as possible.

The following is a list of key components that should be included in your Concept Paper:

1. The name of the Grant Track you are applying to:  
Track 1 / Start Strong: Supporting Parents of Young Children  
Track 2 / Teen Angst & Beyond: Addressing Depression and Risky Behaviors
2. Your annual operating budget amount, tax-exempt ID number and contact information.
3. Please indicate whether your agency is working from a current Strategic or Business Plan.
4. A concise description of your agency including its mission, target population and geographic focus.
5. A concise description of the project including:
  - a) A summary of the need your Capacity Building proposal seeks to address, and a clear explanation of how this project will address the need and enhance the agency's capacity to fulfill its mission and sustain its work.
  - b) The project activities planned.
  - c) Estimated cost of the project and the amount you anticipate requesting from the Sudbury Foundation. (If the project involves working with an outside consultant, please indicate whether you have specific quotes for service or whether you are estimating costs.)
  - d) Anticipated outcomes and how you plan to track, measure and/or report them.
6. Optional at this time:
  - A current Operating Budget
  - A current Strategic Plan
  - A project timeline
  - Consultant quotes, if applicable

Please send Concept Papers via e-mail to Marilyn Martino: [martino@sudburyfoundation.org](mailto:martino@sudburyfoundation.org).