



THE SUDBURY  
FOUNDATION

## The Children, Youth & Families Program Application Cover Page

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### General Information:

Legal Name of Organization \_\_\_\_\_

(dba) \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_

FAX \_\_\_\_\_

Email \_\_\_\_\_

Web \_\_\_\_\_

Executive Director Name \_\_\_\_\_

Title \_\_\_\_\_

Other Contact Name \_\_\_\_\_

Title \_\_\_\_\_

Has a Concept Paper been reviewed by Foundation staff? \_\_\_\_\_

Yes  No

Have you received previous Sudbury Foundation grant support? \_\_\_\_\_

Yes  No

If yes, please list Date, Project Name and Amount of Funding: \_\_\_\_\_  
\_\_\_\_\_

### Proposal Information:

Total project cost: \_\_\_\_\_

Amount requested from Sudbury Foundation: \_\_\_\_\_

Proposed time period: \_\_\_\_\_

Current Operating Budget: \_\_\_\_\_

Grant Track (See RFP for descriptions):

Track 1 / Start Strong: Supporting Parents of Young Children

Track 2 / Teen Angst & Beyond: Addressing Depression & Risky Behaviors

Project Name: \_\_\_\_\_

Project Description: (Please summarize the project in 2-3 sentences.)  
\_\_\_\_\_  
\_\_\_\_\_

Executive Director/Board President signature \_\_\_\_\_

Date \_\_\_\_\_



## Children, Youth & Families Program Application

**Instructions:** Please answer each question clearly and concisely in the order listed here. Some portions of the narrative (particularly the Project Description) may be taken directly from the Concept Paper already submitted. Please provide more detail or updated information, as appropriate. If a question is not applicable to your project, please indicate that. Most proposals can be presented well in 3-5 pages.

Return the application, signed cover sheet, the required attachments and any additional supporting materials you wish to include to: The Sudbury Foundation, 326 Concord Road, Sudbury, MA 01776. Proposals must be postmarked by April 2, 2012.

### **Background /** Briefly describe:

1. Your organization's mission and history, including goals and key achievements, date of incorporation, population and geography served
2. Your organization's structure including board, staff and volunteer involvement
3. Principal sources of support and income (i.e., client fees, membership dues, grants, special events, endowment income, in-kind support, etc.)

### **Project Description /** Briefly describe:

1. The Capacity Building need your proposal seeks to address including a brief history and context of the project, how it aligns with your Strategic Plan (or long-term vision) and, most important, how this project will address that need and enhance the agency's capacity to fulfill its mission and sustain its work.
2. The activities involved, evidence that your organization can complete them, and a timeline for the project.
3. Estimated cost of the project and the amount you are 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. Include supporting material as appropriate)
4. Anticipated outcomes and how you plan to track, measure and/or report them.
5. How the activity will be sustained after grant funding has ended, as applicable.

### **Attachments**

(Please indicate if materials were submitted with your Concept Paper. There is no need to resubmit, unless the documents have been updated.)

#### A. Project budget:

- Summarize all revenue for the project and itemize all expenses.

- Under Revenue, please include your agency's contribution to the project, if applicable and, a list of other foundations and companies being approached to fund this project with dollar amounts, indicating which sources are pending, committed or anticipated.
  - Please do *not* include in-kind support in your budget spreadsheet. Instead, please list in-kind goods and services as a footnote to the budget.
- B. Current operating budget **and** previous year's budget actuals
  - C. Most recent independent audit
  - D. IRS letter confirming tax exempt status - 501c(3)
  - E. Current board and staff lists, with relevant backgrounds and affiliations
  - F. If applicable, a list of the consultants you are considering working with and their project quotes, or information on the consultant selected including resume, scope of work plan and fee.
  - G. Current Strategic Plan, if available
  - H. Relevant support or promotional material (optional)