



## ISLAND OUTREACH FOUNDATION GRANT PROPOSAL FORMAT

- I. **PROPOSAL SUMMARY:** Please summarize in a short paragraph the purpose of your agency. Briefly explain why your agency is requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if a grant is made.
- II. **NARRATIVE**
- A. **Background-** Describe the work of your agency, addressing each of the following:
1. A brief description of its history and mission.
  2. The need or problem that your organization works to address, and the population that your agency serves.
  3. Current programs and accomplishments.
  4. Number of paid full-time staff; number of paid part time staff; number of volunteers.
- B. **Funding Request-** Please describe the program for which you seek funding.
1. If applying for *general operating support*, briefly describe how this grant would be used.
  2. If your request is for a *specific project*, please explain the project including:
    - A statement of its primary purpose and the issue that you are seeking to address.
    - The population that you plan to reach, how they will benefit from the project/program.
    - Anticipated length of the project/program and timeline.
    - Any collaboration/interaction with other groups.

**Return to :**  
**Island Outreach Foundation**  
**PO Box 175**  
**Blue Point, New York 11715**



**ISLAND OUTREACH FOUNDATION**  
**PO Box 175**  
**BLUE POINT, New York 11715**

**GRANT PROPOSAL SUMMARY SHEET**

Date of application: \_\_\_\_\_

Name of organization to which grant would be paid. Please list exact legal name.  
\_\_\_\_\_

Purpose of grant: (briefly explain why you are requesting the grant, what outcomes you hope to achieve, and how you will spend the funds if a grant is made)

\_\_\_\_\_  
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Address of organization:  
\_\_\_\_\_  
\_\_\_\_\_

Telephone number: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Executive Director: \_\_\_\_\_

Contact person and title (if not executive director): \_\_\_\_\_

Is your organization an IRS 501(c)(3) not for profit? Yes \_\_\_\_\_ No \_\_\_\_\_

Grant request: \$ \_\_\_\_\_

Total organizational budget (for current year): \_\_\_\_\_

Total project budget: \$ \_\_\_\_\_

Project name: \_\_\_\_\_