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| **Grant Application**  Date of application:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| |  |  | | --- | --- | | Legal name of organization: |  | | Date organization was founded: |  | | Mailing address: |  | | Phone: |  | | Fax: |  | | Website: |  | | Number of staff: |  | | CEO/Executive Director: |  | | CEO phone: | CEO e-mail: | | Primary contact person for grant |  | | Phone: | E-mail: | | |
|  | |
|  | |

**Proposed title of project:**

**Estimated project start date:** **Estimated project end date:**

Budget Request

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Year: | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
| Amount (USD) |  |  |  |  |  |

**Executive Summary (200 words)**

**I. Organizational Overview (250 words)**

Briefly describe your organization’s mission, main activities, and capabilities.

**II. Project Background and Rationale (500 words)**

1. The Problem

Describe the problem your project seeks to address. In your description, please concisely discuss the problem’s causes and the contexts in which it is most likely to be found. Please include an estimate of the number of people it affects in the cities, states or regions where the proposed work will take place. If readily available, please include a global estimate as well.

1. Approach to addressing the problem

Describe how the project would address this problem. Please also discuss alternative approaches to addressing the problem and the strengths and weaknesses of your proposed approach compared to alternatives. Please consider the cost-effectiveness and potential scale of your approach in your discussion.

(c) Evidence

Please outline: (1) Existing evidence on the impact of your proposed approach to addressing the problem and/or (2) Contributions that the project will make to the evidence base on what works to improve educational outcomes

**III. Project Goals, Activities and Impact (500 words)**

Please articulate the project’s goals and the activities you will conduct to reach these goals. For each activity, describe what it will include, where it will take place, and for how long. Please also discuss the anticipated impact of this project, including the number and nature of beneficiaries who will be reached, and how the project is expected to affect their lives. Numerical estimates are preferred when possible. Please also discuss any indirect effects that you anticipate the project will have.

**IV. Monitoring and Evaluation (200 words)**

Describe your overall approach to monitoring and evaluation. Please discuss how you will define and measure success for your project, and how you will monitor progress toward the project’s goals.

Please fill out the table below.

|  |  |  |
| --- | --- | --- |
| Project Goals | Expected outcomes | How outcomes will be measured |
|  |  |  |
|  |  |  |
|  |  |  |

Feel free to include any additional information on monitoring and evaluation that you think is relevant for considering funding of this project.

**V. Budget**

Please provide a budget for the full project that lists the major expenses, their amount in US dollars, their duration, and a brief explanation of how each expense will be used. After reading the budget template instructions, fill out the budget template with an estimate of the budget for each year of the project. Both documents can be found at: <https://dbmjr.org/grant-guidelines/>

**VI. Project Timeline**

Provide a brief timeline of the major activities of your project.

Please include a schedule of anticipated milestones and when you expect each will be reached.

**VII. Challenges and Risks (100 words)**

Describe the major challenges and risks you anticipate, and how you expect to address them.

**VIII. Management Team (300 words)**

Please provide a brief introduction to the project’s management team and its capabilities, including short paragraph bios for key individuals.

**IX. Additional Attachments**

Please include the following in your application:

1. Your organization’s financial details including: aligned side by side operating budgets from the previous two fiscal years, including sources of income; and two most recent IRS filings. If you are a U.S. based funding organization conveying a grant to a foreign organization, please include the very same information for the foreign organization in addition to that for the U.S. organization.
2. A copy of your current IRS determination letter (or your fiscal agent’s) indicating tax-exempt 501(c)(3) status.
3. A link to your website(s) and/or other relevant content available online, including any articles you think describe your organization, management team, or project particularly well.
4. If we have not funded your organization in the past, please provide 2-3 donor references (where possible, name at least one donor granting a similar amount of money to that requested in this proposal). Please provide the following details for each donor:
   * + Name of organization or individual
     + Contact person name
     + Mailing address
     + E-mail address
     + Phone number
     + Grant title
     + Dollar amount of funding received
5. If the organization is working with other partners to implement this project, please include a list of partners

**Questions?**

If you have any questions about the grant application or would like to speak to a representative of our foundation about the details of your project, please contact us at:

[dbmjrfoundation@gmail.com](mailto:dbmjrfoundation@gmail.com)

You may also contact:

Rebecca Dietz  
Secretary

**Douglas B. Marshall Jr. Family Foundation**

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