

RUTGERS COMMUNITY HEALTH FOUNDATION

Aiding the Health Needs of New Jersey Since 1987

P.O. Box 1265

New Brunswick, NJ 08903-1265

Email: info@rchfoundation.org

Web Site: www.rchfoundation.org

FULL PROPOSAL – COVER PAGE

Date: _____

Name of Applicant Organization: _____

Applicant Address: _____

Name of Organization's Executive Director: _____

Name and Title of Project Director Person: _____

Telephone #: _____ E-Mail Address: _____

Project Title: _____

Target Population: _____

Project Geographic Area: _____

Is this proposal a renewal request? _____

Total # Years of Support Requested: _____ Requested Start Date: _____

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Proposed Budget:

Project Year	Request of RCHF (\$)	Total Budget (\$)
Current request		
Total projected*		

*Complete if renewal requests are anticipated

Prior Support from RCHF (list three most recent grants):

Grant Dates	Project Title	RCHF Award (\$)

Purpose of Proposed Project (one sentence)

Insert purpose statement in this box.

Brief Summary of Proposed Project (150 words maximum):

Insert summary in this box.

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FULL PROPOSAL INSTRUCTIONS

Only full grant proposals that have been invited by the Rutgers Community Health Foundation (RCHF) will be accepted. Selected proposals are invited only after review of letters of intent. A full description of RCHF's funding priorities and letter of intent submission guidelines are available at the Foundation's web site (www.rchfoundation.org).

FULL PROPOSAL INSTRUCTIONS

Invited full proposals should follow the outline and provide all of the requested information specified below and it should not exceed the specified page limits. Applications should be submitted electronically (to info@rchfoundation.org).

I. Proposal Cover Sheet. Complete all required fields in the coversheet template available from RCHF.

II. Proposal Narrative (10 page maximum, double-spaced, minimum 11-point type)

A. Background

A brief description of the history and mission of your organization, major current programs, and recent accomplishments.

B. Proposed Project

1. Project title
2. Purpose of the project
3. Evidence of the need or problem to be addressed
4. Population to be served (demographic and geographic)
5. Program or intervention description
6. Partner and subcontracting organizations on which the success of the project depends
7. Key project staff and their qualifications
8. Project timeline
9. Plan for achieving sustainability following RCHF support

C. Evaluation

Explain how you will measure the effectiveness of your activities. Describe your criteria for a successful program and the results you expect to have achieved by the end of the funding period.

III. PROJECT FINANCIAL INFORMATION

A. Project Budget

1. Personnel. List each staff member separately and provide salary requested and show percent time to be spent on project. On a separate line show the amount requested for fringe benefits and the fringe benefit rate.
2. Non-Personnel. Provide line item detail for non-personnel expenses (e.g., supplies, postage, travel, etc.).
3. Provide a brief narrative describing and justifying each requested line item.
4. Non-permitted expenses: RCHF does not support in-direct costs, general operating expenses, or capital expenditures (see funding guidelines on the Foundation web site for more information).

2. Other Project Support

Provide a detailed list of all other sources of income for the proposed project, actual and prospective, with amounts. Clearly identify the funding sources, whether commitments are in place or pending, and the purposes to which these funds will be applied.

3. Other Information

The RCHF Board reserves the right to request your organizations most recent financial statement, operating expense budget, list of supporters and the status of pending funding requests. Please do not provide this information unless requested.

IV. OTHER SUPPORTING MATERIALS

The following additional information is required:

1. A copy of your most recent IRS letter indicating your agency's tax exempt status or other proof of non-profit status.
2. One-paragraph resumes of key staff, including qualifications relevant to the specific request.
3. Letters of commitment from all partnering (i.e., not part of the proposed funding request) and subcontracting organizations or individuals whose contribution is vital to the success of the project. Letters should clearly demonstrate that the partner/subcontractor fully understands what will be required and is committed to carrying out the project