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PROPOSAL CHECKLIST

Not for use with Discretionary Grant Proposals, Letters of Inquiry, or proposals requesting a grant of \$5,000 or less.

All of the information requested in the “Proposal Attachments” and “Required Attachments” portions of the online *Grant Proposal* form is included below.

Proposal Attachments

Proposal Narrative.

The Proposal Attachments should not exceed 10 pages (excluding Project Workplan, Budget Table, and Budget Justification.) The level of detail should correspond to the scope and complexity of the project. We expect less information for smaller projects. Be sure to address the criteria that will be used to evaluate your proposal as described in the section “Proposal Review Criteria” in the Proposal Guidelines.

- **Statement of Need.** Present a compelling case for why the project is important. Describe the scope and seriousness of the needs and how they were determined; indicate any existing programs that do or do not address the need and the need for systemic change. Substantiate your case using internal, regional, and national data, and available community needs assessments.
- **Project and Grant Descriptions.** In three pages or less, summarize how the project responds to the identified needs and creates systemic change; reference relevant literature and best practices to make your case. Describe the Endowment theme goals, if relevant, that your project achieves and the theme strategies it uses to do so (see the appropriate Endowment Theme Summary).
- **Sustainability.** Describe your current plans for project sustainability for both health outcomes and resources.
- **Organizational Capacity.** Describe the organization, its mission, current programs/services, significant recent achievements, and meaningful service statistics to demonstrate the organization’s ability to achieve the project goal.
- **Collaborating.** If other organizations are participating in activities similar to those in the project, describe either the steps taken to-date to achieve collaboration with them, or the reason for not collaborating. Describe the role of each collaborating organization, if any, and specify the name of a contact person and that person’s phone number.

Project Workplan. Using the *Project Workplan Guidelines*, provide a Project Workplan that describes the project and grant in detail. A template and samples are available at www.endowmentforhealth.org under “grant type” pages in the Grant Center. They include project outcomes for work related to dissemination and sustainability.

Project and Grant Budget. Using the *Budget Guidelines*, provide a Budget Table and Budget Justification for the project and grant. Templates and samples are available at www.endowmentforhealth.org under “grant type” pages in the Grant Center.

Other Required Attachments

- Letters of Commitment.** One or more letters from collaborating organizations that indicate commitment to the proposed project in one or more of the following ways:
 - Already participated in the planning of the project.
 - Personnel will actively participate in the project.
 - Will contribute resources to the project.
- Letters of Support.** One or more letters from organizations other than the applicant organization that express agreement with or enthusiasm for a proposed project.
- Résumés.** Résumés of key project personnel, including, at a minimum, the Project Director or Principal Investigator.
- Board members.** List of current applicant organization board members with their affiliations and phone numbers.
- Annual operating budget.** Current annual operating budget of the applicant organization.
- Financial statements.** Applicant's most recent interim financial statements.
- Year-end financial statements.** Applicant's most recent, audited, year-end financial statements (if not already on file at the Endowment for Health.)

Note: When applying for a grant using the online form, it is not necessary to supply the Endowment with paper copies of the Proposal Attachments or Other Required Attachments.