



Grant Application Guide

The instructions below are intended to help the applicant address pertinent information for successful proposal submission and to frame the application in such a manner that it highlights areas of importance to the Golisano Foundation.

- I. **Letter of Intent:** In one page or less, the LOI should address the following as appropriate:
- Introduce the issue, challenge and/or opportunity to be addressed and the program/project for which funding is requested.
 - As experts in the field, this is your opportunity to communicate how the proposed program will get the job done and why it will be successful. Think of this as an elevator pitch for a larger business proposal.
 - Describe the organization's track record of success and experience in this field; and the organization's commitment to program and intended beneficiaries.
 - Set the stage for excitement about this project; the sense of urgency (why now?) and importance of tackling this issue.
 - Briefly detail the size and scope of the project/grant requested; overall cost, requested support, committed support, deliverables, etc.
 - Describe how this project/organization aligns with the mission of Golisano Foundation; with the Foundation's commitment to inclusion of people with intellectual and developmental disabilities; and promotes self-directed services and self-advocacy.

Letters of Intent can be submitted in the online grant portal found here <https://www.grantinterface.com/Home/Logon?urlkey=golisano> . Once the LOI is reviewed you will be contacted by a staff member with feedback and invitation to complete a full online proposal for review should it be appropriate at that time.

- II. **Proposal Narrative:** Please keep the application to a 2-3 page maximum; bulleted format encouraged where appropriate.
1. **Program/Project Summary:**
 - Briefly describe the program/project.
 - Be clear about what the organization is proposing; why it is important.
 - How does proposed program/project hold significant promise for the moving the needle in a meaningful and significant way?
 - How does the proposal reflect a comprehensive strategy rather than a piece-meal approach?
 - Why is now a good time or the right time to address this issue?
 2. **Target Population:**
 - Describe demographic characteristics of the participants – age, ethnicity; socio-economic background.
 - Where do they live? What is the geographic target area?

- Why has this group been chosen for service and participation? Why are they appropriate for this program?
- What is the time frame for program implementation?
- Provide any other important information or description of people served.

3. *Intended Outcomes:*

- What measured changes will result from the program?
- Please identify the short and long term outcomes that will be measure/tracked to monitor the success of the program.
- What does a successful program/project look like? What is the picture of success?

4. *Service Delivery Strategy:*

- What strategy or approach will be used in the program to produce the intended outcomes?
- What evidence is there to support the effectiveness of this approach?
- What are some of the key elements or factors associated with the service delivery strategy that contribute to its effectiveness?
- Is this a new twist on an existing idea/program or an original approach?
- Is the complexity of the problem matched by the sophistication of proposed solution?

5. ***Collaboration:*** Please identify any formal alliances that help advance mutual goals. Explain if/how the program will grow and strengthen the field by collaborating with existing players in the field and/or with partners beyond the disability service providers, in the interest of community inclusion, choice, expanded opportunities and self-direction for people with intellectual and developmental disabilities (I/DD).

6. ***Please indicate if/how the program/project will address the following:***

- Broadens the range of choices and options for people with I/DD.
- Provides individuals with flexibility to choose the mix of supports, services and schedule.
- Promotes integration of people with I/DD and services in the community.
- Encourages active involvement of people with I/DD and their families/caregivers in the community.
- Actively involves people with I/DD and their families in the design and implementation of program and services.
- Gives voice to self-advocates and grows leaders within the I/DD movement.

7. ***Use of Grant:*** 1) Provide a brief summary of how the grant will be used; specify primary expenditure items covered by grant; 2) List the other sources of funds available for this program/project (pending and secured); 3) Indicate the likely sources of funds to sustain of the program beyond the grant period. (Also complete Program Budget Form, Section V).

8. ***Representative Success Story:*** If available, briefly provide one example of a “success” story that reflects the purpose and intent of the program. Identify the ways it capture the significant elements of the proposed program?

III. **Theory of Change/ Program Logic Model:** In this section, please create a theory of change model (logic model) of the submitted proposal using any format that best presents and portrays the following elements. Note: each of the following elements **MUST** be provided; attach as separate chart or form.

- ***Inputs*** – the resources specifically required to implement the program.
- ***Activities/Strategies*** – the strategy or approach used; and the major activities that are included.
- ***Outputs*** – the direct products of those activities, including the projected number served, and the frequency and duration of the primary services. This will also reflect what will be tracked and monitored over the course of the program.
- ***Outcomes*** – the changes or benefits as a result of participation in the program’s activities. Indicate the sequence of changes showing growth and development over the course of the program’s implementation, including initial, intermediate, and longer-term outcomes.
- ***Performance Measurement Plan*** – the outcomes that will be measured, and the corresponding indicators, data sources and methods, and frequency of measurement. (Select up to 3 of the most meaningful outcomes and indicate why these are the most important and valuable to measure).

IV. **Program/Project Budget Form:** Please fill out the separate Program / Project Budget Form. For multi-year requests, please customize form by adding columns for each program year. For capital project requests, follow instructions under Section C of Budget Form.

V. **Other Required Materials to Complete Application Submission:**

- Most recently completed audited financial statements
- Copy of 501 (c) (3) nonprofit determination letter
- Most recent organization Annual Report
- Current list of Board of Directors