

Obici Healthcare Foundation
PROPOSAL QUESTIONS
FALL 2017

A. Organizational

- a. State your mission.
- b. Summarize your organization's history.
- c. Outline current programs and activities.
- d. If you work with a fiscal agent, or are an affiliate of another organization, describe the relationship.

B. Statement of Need/Target Population

- a. Provide a statement of need for your project.
- b. State the reasons your organization chose this approach to address the need.
- c. Report any similar community efforts and how you are cooperating with other agencies working in the field. If you have formal partnerships, describe the roles and responsibilities of any community partners with whom you are working.
- d. Describe who will be served and how they will benefit, including age, race, ethnicity or other relevant characteristics.

C. Project Outline (Answer all questions applicable to your project)

- a. Describe how things will be different if the project is successful and how you plan to get to that successful outcome.
- b. Identify the tasks you plan to complete that illustrate how the work will be accomplished.
- c. For ongoing work, provide context about activities to be implemented including when activities will occur during the period of the grant, frequency of activity and number of participants. For new projects, provide a timeline for implementation. Include where services are provided and type.
- d. Briefly describe who will get the work done – staff/volunteer descriptions. If specific expertise or credentials are needed, consider attaching staff biographies.

D. Goals and Objectives (See SMART Objectives document attached for definitions)

- a. Describe how your organization will assess its overall success and effectiveness during the grant period.
- b. Include specific output and outcome measures that you plan to collect, and how those measures will be used to determine if the organization or program/project was successful.
- c. Identify the tools you will use to learn from or evaluate your program and organization (records, surveys, interviews, pre- and post-test, community feedback, etc.).
- d. Explain how you will incorporate learning from evaluation to either improve your activities or inform the work of others.
- e. If this is an existing activity, describe current methods of evaluation and provide data on past performance, including numbers served and client outcomes in the past year (or the most recent period for which data is available).
- f. If an external evaluation will be conducted, detail who is conducting the evaluation and their scope of work.

E. Sustainability (New)

- a. Specify plans for financing the organization or project at the end of the grant period. List other financing sources or strategies that you are developing.
- b. Beyond financing, suggest what will be the long-lasting outcomes or mechanism by which the change is sustained.

F. Partnerships

- a. If this request includes partner organizations, provide a description of the roles and responsibilities for each organization and contact person.