

Overview of Grant Proposal Questions

GRANT PROPOSAL

The Grant Proposal builds on questions from the Grant Inquiry and provides us with additional information to review your organization's project. Inquiry fields can be edited if needed.

Outcomes: Outcomes should describe how, when looking back, the world is different after the work has been completed. Please compose in past tense. Limit descriptions to two to three sentences only and be specific about what, where, by how much, and by how many.

Short form questions:

- If applicable, how does this project address issues of Diversity, Equity, and Inclusion* (DEI)?
- Please estimate how much of requested funds will go towards DEI?
- Describe your organization's health and need/opportunities to increase its organizational capacity. For example: what would happen if your Executive Director left tomorrow?
- How does your organization include diversity and social justice within its mission, work, and workplace?
- What do you want to tell us about your financial status? (Any funding struggles or successes, diversity in funding sources, creation of reserve funds, etc.?)

Attachments to prepare:

- **Proposal Narrative** (up to five pages) including work plan and project budget: Describe the significance of the initiative, your organization's chosen strategy, and its prospects for success. Emphasize objectives that can be reached during the 12-month period and, if appropriate, describe how these short-term objectives relate to a longer-term goal or strategy. Describe how the Foundation can measure and evaluate the project's success.
- Organization's most recent **990-tax document**, or official **Canadian Charity** incorporation document.
- Organization's **current budget, Statement of Financial Position (balance sheet), and Statement of Activities (income statement/profit and loss)**. Fiscal sponsors should submit documents for both organizations.
- **List of organization's board members:** If board members are directly involved in the project, describe the roles they intend to play.
- Organization's most recent **audit report** (if available).
- Additional attachments essential to the Foundation's understanding of the proposed project: A limit of three documents can be uploaded with an explanation of their importance included in the narrative.

*Diversity – A demographic mix of people from racial/ethnic backgrounds or sexual orientations who may be underrepresented or marginalized in society.

Equity – The promotion of justice, impartiality, and fairness within the procedures, processes, and distribution of resources.

Inclusion – To include diverse people to participate fully in the decision-making process.