



ALZHEIMER'S FOUNDATION OF AMERICA

322 Eighth Avenue

16th floor

New York, N.Y. 10001

Attn: AFA Membership Division

Phone: 866-232-8484

Email: membership@alzfdn.org

AFA Bi-Annual Grant

Grant Request: \$5,000

Spring: ____ Fall: ____

Name of organization to which grant would be paid. Please list exact legal name.

Purpose of grant (*one sentence*)

Address of organization

Telephone number

E-mail

Executive Director

Contact person and title (*if not Executive Director*)

Is your organization an IRS 501(c) (3) not-for-profit?: Yes or No

If no, please explain: _____

Total organizational budget (for current year): \$ _____

Dates covered by this budget (mo/day/year): _____

Total project budget (if requesting project support): \$ _____

Dates covered by project budget (mo/day/year): _____

Project name: _____

Need assistance with the grant process?
Call AFA at 866-232-8484 or email: membership@alzfdn.org

Please write your proposal using the following format, answering all of the questions in the order listed and using headings as provided.

Proposal Format

I. PROPOSAL SUMMARY

One-half page maximum. Please summarize in a short paragraph the purpose of your agency. Briefly explain why your agency is requesting this grant, what outcomes you hope to achieve, and how you will spend the grant funds.

II. NARRATIVE

Five pages maximum.

A. Background

Describe the work of your agency, addressing each of the following:

1. A brief description of its history and mission.
2. The need or problem that your organization works to address, and the population that your agency serves, including geographic location, socioeconomic status, race, ethnicity, gender, sexual orientation, age, physical ability, and language.
3. Number of paid full-time staff; number of paid part-time staff; number of volunteers.

B. Funding Request

Please describe the program for which you seek funding including:

1. A statement of its primary purpose and the need or problem that you are seeking to address
2. The population that you plan to serve and how this population will benefit from the project.
3. Strategies that you will employ to implement your project.
4. The proposed staffing pattern for the project, and the names and titles of the individuals who will direct the project.
5. Anticipated length of the project.
6. How the project contributes to your organization's overall mission.

Evaluation

Please explain how you will measure the effectiveness of your program. Describe your criteria for a successful program and the results you expect to achieve by the end of the funding period.

III. ATTACHMENTS

Please label all attachments to correspond to the bold-faced, capitalized items below.

A. Financial Information

Please provide the dates that each document covers.

1. Your **MOST RECENT FINANCIAL STATEMENT**, audited if available. This statement should reflect actual expenditures and funds received during your most recent fiscal year.
2. Aligned side by side on the same page, your **OPERATING EXPENSE BUDGETS** for the current and most recent fiscal year.
3. Aligned side by side on the same page, a list of foundation and corporate **SUPPORTERS** and all other sources of income, with amounts, for your current and most recent fiscal year.
4. Please list the foundations, corporations, and other **SOURCES** that you are **SOLICITING FOR FUNDING** and, to the best of your knowledge, the **STATUS OF YOUR PROPOSAL** with each.
5. If project funding is requested:
 - a. A **CURRENT EXPENSE BUDGET FOR THE PROJECT**. List each staff line separately and include % of time spent on project. Indicate the specific uses of the requested grant, if possible.
 - b. A list of all **SOURCES OF INCOME** toward the project, actual and prospective with amounts.

B. Other Supporting Materials

1. A list of your Board of Directors, with their affiliations.
2. A copy of your most recent IRS letter indicating your agency's tax exempt status, or, if not available, an explanation.
3. One-paragraph resumes of key staff, including qualifications relevant to the specific request.
4. Your most recent annual report, if available.
5. No more than three examples of recent articles about, or evaluations of, your organization, if available.