WHAT TO INCLUDE IN THE PROPOSAL

While your program contact at the Fund will provide you with detail on what to include in your proposal, the following guidelines are designed to facilitate your preparation of proposal materials as well as the RBF’s review of your request. These guidelines are not meant to be an outline for your proposal, but rather a list of key points to be addressed in your proposal.

*If you have already prepared materials for another funder that address the points below, please feel free to send these or add to them instead of starting from scratch.*

**COVER LETTER**

A brief letter signed by the chief executive officer of the organization (or authorized official) requesting support should accompany the proposal. The letter should:

- Be on institutional letterhead
- Include the amount requested
- Include the timeframe of the project and the desired start and end period for the grant

Note: If the entity conducting the project does not have 501(c)3 status, and the project will be carried out under the auspices of another organization, please also see the sponsored project page for more information. The organization submitting the proposal **must** be the organization that will receive the grant.

**PROPOSAL NARRATIVE**

A proposal narrative describing the organization and the nature of support requested is required for all applications for funding.

**About your Organization**

Please include **background on your organization**, including its **mission** and the **issue areas** in which the organization is active. It is helpful to know what organizations or individuals you **partner** with on a regular basis. Please also include brief background on the organization’s **key staff** (resumes and CVs are not required).

**About the Request for Support**

- Description of the proposed work, including methods by which the work is to be carried out
- Desired/expected outcomes of the project
- Background and research that led to the development of the proposal
BUDGET

A budget detailing how the requested funds will be used must accompany all grant requests.

General Support Requests: the organization’s institutional budget will suffice; an additional budget is not required.

REQUIRED Supporting Materials

All Applicants

- Copy of the organization’s current institutional budget
- Sources of institutional support (if not mentioned in the above), including pending requests
- List of Board members, including their affiliations
- Diversity Form (link can be found here: http://www.rbf.org/content/apply-grant)

First-time applicants also have to submit documentation of their tax status and a copy of their most recent audited financial statements; your program contact will advise you on what is required.

Format

There is no minimum or maximum length requirement for the proposal; however, the RBF has found that 3 to 10 pages is an adequate range. Please be concise.

Submission of Materials

The RBF strongly prefers to receive electronic versions of proposal materials. These should be e-mailed directly to your program contact at the Fund. Electronic submission of proposal materials, however, is not a requirement, and you will not be penalized if you do not have access to e-mail. If you are unable to send the materials electronically, please send hard copies. Please do not send both electronic and hard copies of your proposal materials.

Additional Materials

Materials such as press coverage, brochures, annual reports, DVDs, or CD-ROMs are not required for review of the proposal and will be requested by RBF program staff if needed.