



# General Operating Grant Proposal

The Trustees of The Harry and Jeanette Weinberg Foundation invite your organization to submit a grant proposal for general operating support. Please follow these instructions and the page limits carefully. **Only one copy of the materials is requested. Please do not bind materials.**

## *A FEW POINTS OF INFORMATION:*

- Written requests for grants are accepted and reviewed throughout the year.
- Receipt of your organization's grant proposal will be acknowledged in a timely manner.
- Analysis of grant requests may require several months.
- We may request a site visit or a meeting after the review of the complete proposal.
- Reporting and Evaluation Requirements will be discussed with the grantee if a grant award is made. If a grant is awarded, the grant contract will specify the exact evaluation and reporting requirements.
- If you are an Israeli organization, you must have all documents in English and all financial statements in US dollars.
- If you have any questions about your organization's proposal, please call The Harry and Jeanette Weinberg Foundation at 410-654-8500, and ask to speak to the Program Director assigned to your grant application, or check [www.hjweinbergfoundation.org](http://www.hjweinbergfoundation.org) for their contact information.

Please mail one copy of the proposal with the required attachments to:

The Harry and Jeanette Weinberg Foundation  
Attention: Name of your Program Director  
7 Park Center Court  
Owings Mills, MD 21117

## SECTION I: Introduction

### A. Title Page

- Name of your organization
- Submission date of the proposal
- Amount of the grant request
- Organization's annual budget for the current fiscal year
- Complete contact information
- Organization's official mission statement

## SECTION II: Grant Request

**PLEASE KEEP THIS SECTION (A-G) TO TEN PAGES OR LESS.**

### A. Summary (250 words maximum)

- Briefly describe your organization's goals, objectives, methods, and the benefits (direct services) to the disadvantaged people in your community.
- Include the amount of the grant request and the period of time over which the grant payments would be made.

### B. Objective of the Grant

- State the issue or need to be addressed, describe the size and/or severity of the issue or need, and explain the evidence demonstrating the importance of this issue or need.
- Please provide information on the target population being served by this request and the number of individuals expected to be served during the proposed timeframe.

### C. Project Relevance

- Tell us how your organization's project will help to alleviate poverty in your target population.
- Confirm with valid data that your organization provides direct services that mostly benefit people whose income is below the median income in the community or metropolitan area in question.

### D. Potential Challenges and Contingency Plans

- Describe any potential challenges the organization may encounter during the grant period and alternative approaches or solutions to these challenges.

### E. Organization's Resume

- Tell us about your organization's qualifications. Demonstrate that you have the institutional capacity and capability to achieve the organization objectives by mentioning the expertise of your staff and volunteers, previous work in your field, the size and age of your organization, your organization's facilities and resources, and anything else that demonstrates excellence in your discipline. Mention your credibility recognized by others: state licenses, accreditation, awards.  
Let us know if your organization has received any previous support by the Weinberg Foundation.
- List formal partnerships with other nonprofit organizations that provide similar or collaborative services in your community.
- What other organizations are doing work similar to your organization's work in your geographic area?

### F. Monitoring and Evaluation

- Please describe how your organization assesses its overall success and effectiveness. What outcomes do you measure? What evaluation tools do you use? How are the evaluation results being used? If applicable, include results from recent evaluation reports.
- Please note how the people served will be involved in the planning and/or evaluation of your organization's services.
- If applicable, please share results from previous evaluations.

### G. Budget Overview

- Please explain why your organization is requesting the specific amount for this grant.
- Is there a charge for services your agency provides to clients? If yes, explain.
- What institutional commitment can you make to this project (in-kind donations, board contributions, or actual dollars from your organization)?
- Please state your organization's fiscal year.
- Sustainability: How do you plan to continue funding your operations after this potential Weinberg Foundation grant has concluded?

## SECTION III: Additional Information

### A. Signatures

- Your **agency's Executive Director** (not the Development Director) **and the President of your agency's Board of Directors** must sign on the last page of this application.

### B. Attachments

- **Resumes and job responsibilities** of the top three staff at your organization
- A copy of your organization's previous fiscal year's **organizational budget**, a copy of your current fiscal year budget, and a copy of your next fiscal year budget. Include personnel, fringe benefits, equipment, and supplies. Itemize major purchases by category.
- **List all committed and pending funding** (government and private) in tabular form with the following columns:
  - Identify** if the funder is individual, corporate, foundation, or government
  - Date of pledge**
  - Payout period** of pledge
  - Amount** of pledge
  - Amount of actual payments** received to date
  - Balance owed**

Please provide totals for columns (d) - (f). All single pledges below \$5,000 should be cumulated in a single row, stating in column (a) the number of such small pledges and leaving columns (b) & (c) blank.

**Please follow table format below.**

- **Budget justification:** In narrative form, explain the roles of all personnel on the organization's budget, major equipment uses, expenses, and justify all budget items over \$1,000.

**Include:**

- Your organization's **audited financial statements** for the past two completed fiscal years. If non-audited, then please explain.
- The **complete, unedited Form 990 filings** for the past two completed fiscal years for which your organization has filed. If a filing was due and was not filed, then please explain.
- The most recently published **Annual Report**
- **List of Board Members** - their names, affiliations, and roles they play in your organization
- If your organization has a strategic plan, please submit it as an attachment.

*Here is an example of how the table should be formatted:*

a	b	c	d	e	f
<b>Name of Funder</b> <i>(Corporate, Foundation, Government)</i>	<b>Date of Pledge</b>	<b>Payout Period</b>	<b>Pledge Amount</b>	<b>Payments Rec'd to Date</b>	<b>Balance Owed</b>

example

## SECTION IV: Your Organization's Commitment to Professional Development & Training

The Foundation is interested in learning about your organization's commitment to professional development and training opportunities for your employees. *Please note, the following questions reflect the Foundation's desire to learn more about its prospective grantees. Your organization's responses will not impact funding decisions.*

- 1. For the current fiscal year, how much has your organization budgeted for professional development and training? How will the funds specifically be used?**  
*For example, will it be used for conference attendance, professional coaching, classwork towards relevant advanced degrees, etc.?*
- 2. Does your organization (please answer yes/no to each question):**
  - (a) Offer financial support for professional coaching for any employees? If so how many?
  - (b) Offer financial support or tuition reimbursement for college or advanced level degree coursework for any employees? If so how many?
  - (c) Pay for employee participation in dedicated leadership development or professional development programs or conference attendance? If so, how many?
- 3. Please describe the staff training and leadership development opportunities that currently exist within your organization and also please identify your most significant need or challenge in this area.**