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 for their contact information.
SECTION I: Introduction

A. Title Page
- Title of your program
- Name of your organization
- Submission date of the proposal
- Amount of the grant request and total program budget
- Complete contact information

SECTION II: Grant Request

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

A. Summary
- Briefly describe the program's goals, objectives, methods, and the benefits (direct services) to 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.
- State the program's objectives in measurable, achievable terms.
- 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.
- Describe the program. For new programs, describe how the program model was developed. For ongoing programs, describe the program's track record.
- Discuss the anticipated results (outputs and/or outcomes) for the request. Explain how the program directly and/or indirectly addresses the issue or need and supports the achievement of these results.
- If applicable, provide a timeline for implementing the program.

C. Project Relevance
- Tell us how your program will help to alleviate poverty in your target population.
- Confirm with valid data that the program will provide 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 in implementing the program and alternative approaches or solutions to these challenges.

E. Organization’s Resume
- Provide the organization’s official mission statement.
- Tell us about your organization’s qualifications. Demonstrate that you have the institutional capacity and capability to achieve your objectives by mentioning the expertise of your organization's 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 organization’s discipline. Mention your organization’s credibility recognized by others: state licenses, accreditation, awards.
- Let us know if your organization has received 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 this program.
- If applicable, share results from previous evaluations related to this program request.

G. Financial Information
- Please explain why your organization is requesting the specific amount for this grant.
- What is the cost per person of your program? Explain how you computed this number. For example, if the total program cost is $100,000 and you are serving 100 low-income individuals through your program, the per person cost would be equivalent to $1,000 per person.
- Is there a charge for services your agency provides to clients? If yes, explain.
- What institutional commitment can you make to this program (in-kind donations, board contributions, or actual dollars from your organization)?
- Please state the organization's fiscal year.
- Sustainability: How do you plan to continue funding your program after this potential Weinberg Foundation grant has concluded?

If you have any questions, please call the Foundation at 410-654-8500 and ask to speak with the Program Director assigned to your proposal.
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 working in this program 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. The program for which your organization is applying must appear in the approved budget for the coming fiscal year.
- **Program budget**: Provide a detailed, line-item budget for this project. Include personnel, percent of time on program for each person, salary requested, fringe benefits, equipment, and supplies. What institutional commitment can you make to this program (internal funds from your organization or in-kind donations, i.e., tangible assets such as computers, salaries, etc.)? Itemize major purchases by category. **Please use the Line-Item Budget table attached to this application as a reference.**
- **List all committed and pending funding** (government and private) for this program in tabular form with the following columns:

  - **Name of Funder** *(Corporate, Foundation, Government)*
  - **Date of Pledge**
  - **Payout Period**
  - **Pledge Amount**
  - **Payments Rec’d to Date**
  - **Balance Owed**

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

<table>
<thead>
<tr>
<th>a</th>
<th>b</th>
<th>c</th>
<th>d</th>
<th>e</th>
<th>f</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Funder (Corporate, Foundation, Government)</td>
<td>Date of Pledge</td>
<td>Payout Period</td>
<td>Pledge Amount</td>
<td>Payments Rec’d to Date</td>
<td>Balance Owed</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

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 project, major equipment uses, 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 you have filed. If a filing was due but 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 you have any questions, please call the Foundation at 410-654-8500 and ask to speak with the Program Director assigned to your proposal.
Line-Item Program Budget

For (name of organization):

Name of program:

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

<table>
<thead>
<tr>
<th>EXPENSES</th>
<th>Amount Requested (US $)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Costs <em>(list by title, salary, and % of time devoted to project)</em></td>
<td></td>
</tr>
<tr>
<td>Benefits @ _______ %</td>
<td></td>
</tr>
<tr>
<td>Consultants (per diem rate x _______ number of days)</td>
<td></td>
</tr>
<tr>
<td>Personnel Subtotal</td>
<td></td>
</tr>
<tr>
<td>Equipment (itemize)</td>
<td></td>
</tr>
<tr>
<td>Equipment Subtotal</td>
<td></td>
</tr>
<tr>
<td>Direct Operating Costs, including overhead (itemize)</td>
<td></td>
</tr>
<tr>
<td>Direct Operating Subtotal</td>
<td></td>
</tr>
<tr>
<td>TOTAL COSTS</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>REVENUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Funding Commitments</td>
</tr>
<tr>
<td>In-Kind Contributions</td>
</tr>
<tr>
<td>Internal Allocation of Cash</td>
</tr>
<tr>
<td>Subtotal of All Sources of Income</td>
</tr>
<tr>
<td>Gap in Funding</td>
</tr>
<tr>
<td>Grant Amount Requested</td>
</tr>
</tbody>
</table>

* Please add as many rows as necessary.

Please list pending requests in a table.

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Amount Requested</th>
<th>Expected Date of Decision</th>
</tr>
</thead>
</table>

If you have any questions, please call the Foundation at 410-654-8500 and ask to speak with the Program Director assigned to your proposal.
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.

If you have any questions, please call the Foundation at 410-654-8500 and ask to speak with the Program Director assigned to your proposal.