



**GUIDELINES FOR SUBMITTING A GRANT PROPOSAL**

If invited to submit a full grant proposal the applicant must complete a proposal no longer than five pages (excluding attachments) within two months of notification.

**Application Questions**

1. **Provide the date of application.**
2. **Provide the name of the organization.**
3. **Provide contact information and key staff for the organization.**
  - Include name, title, address, phone number, fax number, e-mail address, website, etc.
4. **What is the purpose of the organization?**
  - Include mission and geographic scope of services.
5. **How many years has the organization been in operation?**
  - Please note, three years of operation is a minimum requirement for grant consideration.
6. **List the purpose of the grant.**
  - Include the specific population served (demographics—age, gender, years of military service, branch of service).
  - Include the specific program or agency objectives for the current year.
  - Include the unduplicated number of individuals served in the most recent fiscal year.
  - Describe the program elements that grant funding would support.
7. **Which of the specific veterans' funding goals does this grant request fall under: workforce development, mental and physical health, barrier elimination, or a combination of multiple goals? Please explain.**
8. **What is the total amount of funds being requested, and what is the length of the grant?**
  - Please note, grants are typically no more than two years in duration and cannot exceed 25% of the program or organizational budget—whichever is more applicable.
9. **What percentage of clients served fall below the median area income for the organization's geographic area?**
  - Provide specific numbers and information.
10. **What percentage of clients supported by the organization have served in the military?**
  - How is military service determined by the organization?
11. **Provide recent program evaluation results that demonstrate evidence of the success of the program.**
12. **What percentage of the organization's annual budget is dedicated to administrative costs?**
  - Provide a description of what is included in the percentage.
13. **Does the organization have a funding history with the Weinberg Foundation?**
  - Include dates and amounts of grants awarded and declined.
14. **Provide examples of partnerships and collaborations with other nonprofit and government organizations.**
15. **What is the organization's fiscal year?**
16. **Provide a chart with specific information regarding funding sources and revenue for the program and/or organization.**
  - Identify foundation grants, government funding, corporate gifts, and individual donations with amounts and totals.
17. **Is this specific proposal under review with any other funders?**
  - If so, which funders and for what amounts?
  - If not, please explain.
18. **List any and all subsidiaries and affiliates, both above and below the organization in structure.**
  - Please note, the Executive Director and the Board Chair must sign the application.

**Required Attachments**

- Include proof of 501(c)(3) status.
- Include the two most recent audited financial statements; if not audited, please explain.
- Include the complete, unedited Form 990 filings for the past two years for which the organization has filed.
- If a filing was due and not filed, please explain.
- Include three years of revenue and expense budgets: last year, this year, and next year.
- If the application is for a specific program, also include the complete program budget.
- For a capital project, provide construction budget and vendor's cost estimates. The Foundation may not contribute more than 30% of the capital project's total cost, and 50% of funds must be raised before a grant request can be considered.

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

The Harry and Jeanette Weinberg Foundation  
Attention: Kate Sorestad  
7 Park Center Court  
Owings Mills, MD 21117