



## **COMMUNITY FOUNDATION OF MADISON & JEFFERSON COUNTY, INC.**

### **Competitive Grants Program Initial Proposal**

The first step in the Community Foundation of Madison & Jefferson County's grant application process is to submit a brief Initial Proposal. The Grants Committee will then determine which projects to consider further and those organizations will be asked to submit a full grant application.

The deadline for submitting an Initial Proposal is 4:00 p.m. on March 15 for the spring cycle and 4:00 p.m. on August 15 for the fall cycle. If the 15<sup>th</sup> falls on a weekend, requests will be accepted through 4:00 p.m. on the next business day

The Initial Proposal should be one page in length. Please follow the order of and number your responses to the questions below. You may use bullets and short phrases in your responses.

The Initial Proposal must include:

1. Name, address, phone number, and e-mail (if available) of the organization
2. Name and title of the contact person, and phone number if different from above
3. The organization's mission statement
4. A brief description of the proposed program/project
5. How many people will be affected
6. Anticipated outcomes of the program/project
7. Total project budget amount, grant amount requested, and any funds already committed to the project (if applicable)
8. The signature of the board chairman/president

**Initial Proposals must be received at the Community Foundation by 4:00 p.m. on the above stated deadlines via mail, fax, or delivery to:**

Community Foundation  
410 Mulberry Street  
P.O. Box 306  
Madison, IN 47250  
Phone: 812-265-3327  
Fax: 812-273-0181