



Formal Grant Proposal Requirements

The Ellbogen Foundation requires that an electronic Letter of Inquiry be submitted before an invitation for a formal grant proposal is considered. Organizations will be notified shortly after the LOI submission of an invitation to put forward a formal proposal. Additional details may be found on the Foundation website: <http://ellbogenfoundation.org/index.php/grants/grant-requests/>.

I. Cover Page

Please complete the grant proposal cover page found at:
http://www.ellbogenfoundation.org/index.php/download_file/207/.

Grant proposals may be a maximum of ten (10) pages that includes written components: a copy of content from the LOI, the grant work and services request, and the budget and budget narrative.

II. Letter of Inquiry

- a. Please attach your LOI or a revised version of your LOI. If you need access to submitted content, please contact Becca Steinhoff ellbogenfoundation.wy@gmail.com 307-575-2443

III. Grant Work and Services Request

- a. Please include (1) a description of need supported by facts and evidence to substantiate your proposed work; (2) an analysis of the nature and extent of the need and/or problem as well as its root causes; and (3) an explanation of your organization's proven capacity to address the problem and/or need.
- b. Describe the (1) population you plan to serve, (2) the relevant risk factors of the population, and (3) the reasons why you choose to serve this specific population.
- c. Communicate a detailed outline of grant work and services, including (1) where you will deliver your work, (2) what sets your work apart from others doing similar work (the quality of it), and (3) the depth and dosage (how much, how often, for how long) of your work and/or services. Convince the Foundation that you have a high probability of producing desired results.
- d. The Ellbogen Foundation values a systemic approach to problem-solving that recognizes the multidimensional nature of needs and problems as well as solutions. Please particularize key examples of the purposeful collaboration with partners that will – in tandem – help you achieve your desired impact and move toward the comprehensive well-being of individuals, organizations, community and/or Wyoming.
- e. Specifically address the ways in which your work will build capacity as defined by the Foundation: an intentional, integrated process that develops and invests in the future capabilities of individuals, organizations, and/or communities so that they move toward

sustainable, meaningful change.

- f. Narrate what your success will look like, including (1) an explanation of who will change what by when; (2) an expansion on the change in skills, knowledge, mindsets, behaviors and/or circumstances;
- g. Clearly and concisely explain the assessment/evaluation tools and processes that will be used to gather data and stories along the way.

Note: Grant writers are encouraged to read and understand the Foundation's reporting questions to guide responses about evaluation in this proposal. If this section is challenging to you as a grant writer, the Foundation is willing to provide technical assistance to help you identify and implement the best assessment/evaluation tools and processes to measure and report your impact.

IV. Budget

Please include a:

- a. Detailed budget of income and expenses;
- b. Well-defined and succinct budget narrative providing an explanation of how expenses are calculated and a rationale for budget items that are out of the ordinary;
- c. Concise long-term funding plan that supports the sustainability of your proposed work, and shows how your proposal will be supported by multiple partners/funders.