

## Grant Proposal Format and Content

Four [4] copies of your grant proposal must be received by the Portiuncula Foundation Office no later than 3 PM on April 1st

The proposal consists of two parts:

### 1. Executive Summary

**Technical requirements:**

- Maximum of three [3] pages
- Typed with 1.5 line spacing

**Includes the following:**

- Brief statement regarding the organization's credentials for carrying out this project
- Brief statement of the project; evidence for its need and importance; goals and objectives; targeted population; project activities; key staff; plan for on-going evaluation and measurement of project objectives
- Projected budget: estimate of your projected sources of funding and projected expenses. Please identify all supporting organizations (collaborative partners) and any other sources of support (monetary, in-kind donations, etc.)
- Brief statement of long-term projected plan

### 2. Attachments:

- Verification of tax-exempt status
- List of officers and board of directors
- Organization's operating budget
- Latest financial statement
- Current audited financial report and annual report (if available)
- List of other funding with sources and uses
- Supporting letters or endorsements (limited to maximum of two). Specific commitment of collaborators should be indicated.

**Mail [4] proposal copies to:** Executive Director  
Portiuncula Foundation  
146 Hawthorne Road  
Pittsburgh, PA 15209