THE COMMONWEALTH FUND
Board-Level and Small Grant Proposal Guidelines
(Revised August 2014)

Prospective grantees should use these guidelines when preparing proposals for The Commonwealth Fund. Please do not prepare a full proposal unless you have been in contact with a Fund program officer first. If you have not been in touch with a program officer, please submit a letter of inquiry first.

Proposals for Board-level grants and small grants should include the following components. Guidelines for maximum length are shown, but brevity is encouraged.

I.   Dated **cover letter** from the principal investigator to the Fund program officer(s) requesting support for the project.

II.   **Proposal** including:

  A.   Project abstract (up to 200 words)

  B.   Background (up to 2 pages)
  The background should explain why the proposed project is important. The rationale should be grounded in relevant evidence and highlight the nature of the problem to be addressed and how the grant will help solve the problem or uniquely contribute to the field. Please describe other related work underway by you or others, and reference published and completed work If the project is a subsequent phase of a previously funded grant, please summarize how the new work will enhance or extend previous accomplishments and outcomes.

  C.   The Project (up to 10 pages, 1.5 spaced, 12 pt. font). Please include**:**

  1. Project Goal
     Briefly state the purpose of the project, its unique contribution to the field (e.g., providing new knowledge, increasing awareness, building capacity for change, creating conditions for sustainability) and how it fits with the Fund's program's goals. Describe what we will learn from this project or study.

  2. Methodology or Major Activities

     A. If this is research project, please include:

        a. Research aims or research questions (clear statement of hypotheses)
        b. Proposed design and conceptual framework
        c. Detailed methodology including:
            i.   How data will be collected
            ii. How intervention sites or participants will be identified
            iii. If appropriate, how comparison sites or participants will be

identified
  iv. Analytic plan
  v. Approaches to help minimize bias
  vi. If applicable, address sampling methodology, power calculations and targeted response rates
  vii. Strengths and weakness of your methodology
 d. Plan for extending the results or lessons from the project beyond the participants to a broader audience. Define target audience for results and how you will engage them

 B. If this is not a research project, please include:
  a. Target population or audience and rationale
  b. Methods for engaging appropriate stakeholders or participants
  c. Major project activities
  d. If this project is a meeting, please include a draft agenda and potential meeting participants
  e. If this project includes provision of technical assistance, provide evidence of successful, similar work conducted by project team
  f. Plan for extending the lessons from the project beyond participants and to a broader audience
  g. Measures of success
  h. Project limitations

3. The Products. List project deliverables. If you plan to produce paper(s), include draft titles, authors and proposed publication venues. Think broadly about target audiences and, as appropriate, include ways to reach the audience beyond traditional publications

4. Timeline. The anticipated dates for major products should be included in this work schedule.

5. Expected Outcomes (1 paragraph). Briefly describe how the project will contribute to work or knowledge in the area, raise public or professional awareness, meet an articulated need, advance the Fund's goals, or set the stage for future work.

D. Grantee Organization (up to 1 page).

Describe the mission, size, years in existence, assets, Board of Directors, major sources of support, and unique qualifications of the grantee organization to carry out the project.

E. Project Management (up to 1 page)

1. Describe the Project Director, staff, and other key personnel and their roles (degrees, publications, pertinent honors, memberships, experience in the field, unique qualifications to be in charge of the project, past projects for the Fund).

2. Describe how you plan to work with the Fund, including how often and how closely you plan to interact with Fund staff.

F. Budget with Justification

Provide a line-item budget with justification for all cost calculations. Applicants should carefully review the Fund's *Budget Guidelines* for more specific requirements. As noted in the Budget Guidelines, show total project budget, including any committed and anticipated co-funding.

III. **Letters of commitment** and/or proposal from key partners and for any portion of the project to be conducted by a consultant or subcontractor, including scope of work, budget with justification, timeframe, workplan, resumes.

IV. **Resumes** for Project Director and other key staff listed in the project budget.

V. **Disclosures of Other Support**. A separate *Disclosure of Other Support* Form should be completed for all key personnel to be funded through the proposed grant, including the PI, Co-PI, and any other key person on the grant (i.e., any researcher, consultant, or contractor contributing substantively to the project's execution).

VI. **Tax Papers**. Evidence that the grantee institution is exempt from federal taxation under IRS Code 501(c)(3) and not a private foundation under IRS Code 509(a), along with a letter signed by a responsible officer of the applicant institution certifying that the copies are true and correct copies of the originals on file and that they remain in full force and effect. If the grantee organization is not exempt from federal taxation under IRS Code 501(c)(3), please provide organization's articles of incorporation and the organization's most recent audited financial statements.

VI. **Applicant Information Form**. Please attach a completed *Applicant Information Form* with the proposal.