

THE COMMONWEALTH FUND
Small Grants Fund Proposal Guidelines (reviewed 11-2005)

These guidelines are to be used by prospective grantees when preparing proposals for Small Grants Fund projects. Please do not prepare a full proposal unless you have been in contact with a Fund program officer and directed to submit a full proposal. A prospective grantee will have had preliminary discussions or submitted a letter of inquiry before reaching the full proposal stage. Fund staff are not able to review and consider unsolicited full proposals.

Proposals for Small Grants Fund projects should be accompanied by a letter or email to the Fund program officer from the project director on the applicant institution's letterhead requesting support for the project. Please ensure that all correspondence is dated. The actual proposal should include the following components

Title of project
Project director
Organization
Proposed amount of grant
Project period (include start and end dates)

BACKGROUND

The initial paragraphs should present the context of the issue or problem that the project will address and why the topic is important. The following paragraphs should present the need for the project in more detail and include a more specific picture of the parameters of the problem to be addressed. The background section should be up to one page in length.

THE PROJECT

Approximately two pages should describe the proposed work in general, and then in more specific terms. Depending on the type of the project, this section might include details on activities, stages of work, methods, topics, sites, or other categories. If the project is intended to lay the groundwork for a future project on the same topic, a brief discussion of the scope and timing of the subsequent project should be included in this section.

PRODUCTS

Expected products such as reports, chartbooks, and journal articles should be described here. This section need only consist of one paragraph.

PROJECT MANAGEMENT

Information on the principal investigator and other key staff members should be outlined here, including full name, degrees held, present title, relevant experience, and qualifications, in approximately two sentences. A curriculum vitae of the project director must be included.

BUDGET

The total amount of the budget should be stated here, along with an attached line-item budget and justification. Please see the Commonwealth Fund Budget Guidelines document for instructions.

TAX PAPERS AND APPLICANT INFORMATION FORM

Prospective grantees should provide 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.

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