



Proposal Submission Guidelines

The Mona Foundation only considers proposals that meet its Project Selection Criteria (attached).

The guidelines below should serve as a framework for submission of proposals to the Foundation. Additional information in support of the proposal may also be submitted, not to exceed more than 10 pages in total.

Proposal authors – Who: Identify who the applicant is

- Organization Name
- Year founded
- Director or contact person and title
- Address, telephone, Fax, E-Mail, and Website
- State whether the proposal enjoys community & local institutional support

Organization’s Mission Statement and Structure: Please include

- Mission Statement
- Names, addresses and occupations of the your board of directors
- How the board of directors is selected and by whom
- Responsibilities of the board of directors
- Staff (who will carryout the work)
- How the organization is funded
- Total organization budget and last year’s financial statement (audited if possible)
- Other funding sources and amounts pledged or received for this same project List

Statement of Need – Why? Identify the need you propose to meet through the objectives of your proposal. History and background information of your particular project may be included here.

Objectives – What? In this section describe what specific goals and objectives you plan to achieve in responding to the need. These objectives should be achievable within the parameters of the grant proposal. Please include

- How does this project relate to the mission and goals of your organization?
- How does this project relate to the mission and goals of Mona Foundation?

Constituency or target population & demographics - Who? Identify your target population. Who will be the beneficiary of this project proposal and a brief description of the surrounding community?

Procedures – How? What actions will be taken to realize the objectives?

Time Frame – When? State the start and completion dates of your proposed project. Make certain that these dates will allow you to achieve your objectives.

Evaluation Plan – How will you measure progress towards your objectives? This component also suggests the criteria by which the grant-making agency may assess the outcome of your project.

Budget – How much? This section describes the amount of financial support required for completion of the project. The expenditure must be congruent with the objectives of the proposal, and include how and when the funds will be spent in order to accomplish the objectives.

Good faith estimates are adequate at this stage of application process. If and when the proposal is accepted, the Foundation will require monthly/quarterly cash flow requirements and revenue projections.

Attach any other documents, photos, testimonials, letters of support, etc.

Mona Foundation Board of Directors
1/2007