

Proposal for Project Sponsorship

The Proposal for project Sponsorship needs to be completed before a project can be considered for sponsorship by the Amador Community Foundation (ACF).

Please read the following notes before starting the proposal.

- ACF is available to provide explanation, guidance, and feedback to potential projects during the development of a proposal.
- Is the organization incorporated within the State of California? Has the organization applied for or received IRS recognition under section 501(c) (3)? If yes, please contact ACF before completing the proposal.
- Please submit only typed proposals. (It is not necessary to use this form for your proposal cover provided you answer all the questions). The proposal can be downloaded from ACF's website at www.amadorcommnityfoundation.org
- Once accepted, projects pay a \$50 set-up fee at the time a Memorandum of Understanding is signed. The fee goes toward initial expenses to register the project name with the Secretary of State.
- **Proposals can be submitted to ACF via mail to PO Box 1154, Jackson, CA 95642, faxed to 209.223.4569 or emailed as an attachment to acf@amadorcommunityfoundation.org**

Project Name:	
Primary Contact Name/Other Information	
Last Name:	First Name:
Address:	
City:	
Zip Code:	Email:
Phone (day):	Phone (cell):
How did you learn about ACF?	

PROPOSAL NARRATIVE

- I. **Mission and History**
 - a. What is the mission of the proposed project?
 - b. Describe the founding and/or operation of the project to this point and who has been involved.
- II. **Program Plan**
 - a. Describe in detail the planned activities of the project and the amount of service to be provided.
 - b. Describe the work done to date to research, design and pilot test or deliver the services of the project.
 - c. What impact do you anticipate the project will have on the community at large within two years?
 - d. Include a timeline for the first year of activities.
- III. **Need**
 - a. What evidence do you have to support the need for the project? Include sources of information.
 - b. What other organizations address similar challenges in the community?
 - c. What work has been done to collaborate with existing organizations or to ensure the project is not a duplication of existing services?
- IV. **Community Support**
 - a. What organizations and/or individuals are involved in the project? Describe how they will support the project.
 - b. Describe in detail the plan to raise funds to meet the expenses of the project. The plan should include a mix of revenue sources and not rely solely on grants.
 - c. Describe any efforts to date to raise money or to explore raising money.
 - d. What financial support has already been committed to the project?
 - e. ACF projects are required to maintain an advisory board, which provides governance and oversight of the project. List the project's advisory board members or individuals to be approached to serve on the advisory board. Indicate who has committed to serving on the board.
- V. **Leadership**
 - a. Describe the leadership-related experience of the project director, or the individual who will act as the primary contact with ACF and who will provide leadership and oversight to the project.
 - b. How has the leader's work-related or volunteer experiences prepared him or her to develop and implement the proposed project?

VI. Other

- a. Describe what you view as major barriers to implementing the project.
- b. How much money, if any, has the organization raised to date?
- c. Are there any debts or obligations related to the activities of the organization to date?

ATTACHMENTS

1. Project Budget (including revenues and expenses) and budget narrative (explaining how you arrived at the figures in the budget) for the first 12 months of the project. Indicate which funds have been committed.
2. Three letters of support from individuals or from a community agency in support of the project.
3. Brochures or other supporting materials about the project (optional)