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Los Angeles, CA 90010

## **GRANT PROPOSAL GUIDELINES**

Thank you for your interest in Variety - The Children's Charity of Southern California. Our mission is to provide lifesaving and life-enriching assistance to organizations who serve children with special needs. Our primary goal is to provide support wherever the need is the greatest.

Following is an outline of suggested topics to be covered in your grant request. Feel free to elaborate on important points, but please keep the proposal to approximately three (3) pages in length.

### **I. PROPOSAL SUMMARY:**

Briefly outline your organization, its constituency and the type of funding you are requesting.

### **II. BACKGROUND OF ORGANIZATION:**

Describe your organization's mission, structure and current programs. Include information on how long your group has been in existence, general accomplishments and track records, uniqueness of the organization, whom you serve, why you are seeking funding from Variety.

### **III. STATEMENT OF NEED:**

Detail the specific problems you want to solve, and document this need with any pertinent statistical and demographical information. Also discuss the approach you are choosing to achieve results. Include timelines, major milestones and cost benefits.

### **IV. GOALS & OBJECTIVES:**

Discuss the anticipated goal and the measurable means of accomplishing it. Describe what changes you anticipate will occur, what impact they will have on the problem and how your constituency will benefit from funding.

**V. STAFF QUALIFICATIONS:**

List the qualifications and experience of personnel relative to the project.

**VI. EVALUATION:**

Document the method you will use to evaluate the program and how you will determine the impact the funding will have. Include criteria for evaluation and indicators of change. Describe how evaluation data will be gathered and analyzed.

**VII. FUTURE FUNDING:**

Discuss your plans for future funding. Is this a one-time request or an ongoing situation that will require annual funding? What other types of funding are you soliciting to support this program? (i.e. corporate, foundations, or government funds)

**VIII. BUDGET:**

In addition to an audited financial statement, please provide financial information relative to this particular project.

**IX. ATTACHMENTS:**

Include timelines, charts and graphs needed to document your proposal. Also include your Federal ID number and a copy of your 501(c)3 Letter of Determination from the Internal Revenue Service