

Early Childhood Program Request for Proposal

Trinity Episcopal Cathedral's Outreach Committee is accepting proposals to fund programs that serve young children in the Columbia area. One or more grants may be awarded. The total available funding is \$25,000. Organizations must have non-profit status to apply, and the program must serve an early childhood need of the community.

Proposals must include the following information:

I. Cover Page

- A. Name, address, and phone number of applicant organization.
- B. Name of proposed program with a summary statement.
- C. Amount of funding requested.
- D. Signature of organization's chief executive office.
- E. Organization contact person.

II. Statement of Need

Include a Statement of Need that discusses the early childhood need(s) in the Columbia area to be met by the proposed program and the target population to be served. Attach and/or discuss relevant statistics and data.

III. Program Proposal

- A. Provide a description of the organization's proposed program, including:
 - 1. How the proposed program will operate: its activities, processes, and methods.
 - 2. The proposed program's objectives. (These should be concrete and measurable.)
 - 3. How the program will achieve each objective.
 - 4. How the proposed program will impact the stated need(s).
 - 5. The intended outcomes of the proposed program.
- B. Provide a timeline that addresses program start-up; implementation of activities; completion of discrete program phases; and achievement of objectives.
- C. Identify programmatic/administrative staff responsible for the proposed program.

IV. Budget

- A. Include a detailed program budget, which specifies:
 - 1. The amount of funding requested.
 - 2. How the organization will use the requested funds to support the proposed program's activities.
 - 3. Whether the proposed program's development and operation will require

additional funding and, if so, how the organization plans to obtain the additional monies. Please list any other sources of possible funding for which the organization has applied and the expected notification date. **Note: Grants may not be used for fundraising.**

- B. Provide the organization's total operating budget and specify the extent to which the proposed program will utilize any of the organization's existing resources.

V. Evaluation

Include an evaluation plan that includes:

- A. How the organization will measure program outcomes.
- B. The data and other information ("data") to be collected.
- C. The data collection and reporting processes.
- D. How the organization will evaluate the proposed program on an ongoing basis and implement appropriate changes during the grant's term.
- E. How the organization will sustain the proposed program after use of the awarded funding.

Note: The organization must provide a Final Evaluation Report by November 30, 2008, that addresses the activities and processes instituted through the grant; achievement of objectives; outcomes on clients served; and sustainability of the program. The report should also include a financial accounting of use of the funds.

VI. Supporting Information and Documentation

Provide the following additional information and documentation:

- A. Brochures or other printed materials describing organization's programs/services.
- B. Mission statement.
- C. List of board of directors or other governing body.
- D. 501(c)(3) nonprofit status letter or other certification of nonprofit status.
- E. Most recent audit or other external financial review of organization.
- F. Most recent annual report.