

**Grant Application Part 1: Proposal Overview Template**

**Instructions:**

Please use this template to answer each question individually. The completed template **cannot exceed three (3) pages in total—excluding all instructions and guidance—and must use 12-point font**.

After writing and editing your responses in this document, please copy and paste each response into the corresponding section in the Part 1 application online. **The online application form does not allow you to save your work.**

***Please note:*** We do not evaluate proposals based on formatting, grammar, writing style, sentence structure, etc. Do not use special formatting in this template – when you copy and paste the answers into the online form, you will lose any formatting.

**Guidance on Narrative Questions:**

**1. Describe the work you are proposing to do. If applying for general operating support, briefly describe the organization’s current strategic plan.**

*Guidance*: Provide an overview of the services/programs offered. Identify if this is a new or existing program at your organization. If applying for general operating funding, reference your organizational strategic priorities and goals as they relate to the proposed work.

**2. Describe how the work/organization is aligned with the Packard Fund for Pueblo funding priorities.**

*Guidance*: Reviewthe [Grantmaking Guidelines](https://caringforcolorado.org/wp-content/uploads/2022/11/Packard-Fund-for-Pueblo-Grant-Guidelines.pdf).

**Children, Youth and Families Grant Cycle:**

* Identify if your proposal aligns most with **Children** (0 to 8), **Youth** (9 to 18), or **Families** (families with children or youth in the home). Specify how the work/organization is aligned with the **specific funding areas** (e.g., Children-Family Support & Education, Youth-Mentoring, Families-Food Assistance, etc.). Describe how the work/organization aligns with the **desired results** listed (e.g., Families have safe, stable, affordable housing). If your proposed work crosses multiple priority areas, we recommend you highlight the alignment in this question, but focus most of your application on one specific priority area.

**Community Impact Cycle:**

* Identify which focus area you are applying for and how your request enhances the lives of the people of Pueblo County.

**3. Describe how the proposed work addresses a vital community need.**

*Guidance*: Provide a description of the specific community need that you are working to address. How do you know there is a need (statistics, research, first-hand experience, community voice, etc.)? What led to your strategy or approach?

**4. Describe who the organization/program aims to reach, including relevant demographic information such as race, ethnicity, gender, age, sexual orientation, and/or socioeconomic characteristics.**

*Guidance*: Provide further context based on your response to the demographic questions in the online application:

* What percentage of the population served by your organization identifies as a person of color?
* What percentage of the population served by your organization lives with incomes at or below 260% of the federal poverty level? (Common income eligibility percentages: CHP+ = 260% FPL, SNAP = 200% FPL, Reduced lunch = 185% FPL, MCD = 133% FPL, Free lunch = 130% FPL)
* Is serving or representing a specific community part of your organization's mission?

Be specific and use numbers or percentages when possible. We recommend you provide an explanation for any demographics you are not collecting.

The Packard Advisory Board prioritizes funding for organizations that are culturally responsive, and equity focused. Share your efforts to ensure the organization provides culturally competent services/programs and how your organization makes decisions designed to serve those most in need of the organization’s services/programs.

**5. Describe what you hope to achieve (e.g., increase in reach, changes that occurred, capacity built, etc.).**

*Guidance:* Organizations that can demonstrate substantial impact (in scale and/or scope) are given priority consideration during the grant review process. Briefly describe the expected impact or outcomes of your proposed work.

**6. In what ways is your organization uniquely qualified to deliver the proposed work?**

*Guidance*: Often there are various organizations that provide similar services in our community. Please highlight the ways your organization provides unique and/or unduplicated services to our community. Describe what makes your efforts innovative, exemplary, unique, etc.

**7. Is there anything else you would like the Packard Fund for Pueblo staff and Advisory Board members to know about this request?**

*Guidance*: This question provides the opportunity to share any additional details about the request or updates on the organization (i.e., leadership changes).

**Part 1 Application Template**

*\*Responses must be limited to three pages using 12-point font and normal margins*

**Proposal Title:**

**Proposal Summary** (Brief overview that may be used in public communication about your proposal; 500-character max.):

**Narrative Questions:**

1. **Describe the work you are proposing to do. If applying for general operating support, briefly describe the organization’s current strategic plan.**
2. **Describe how the work/organization is aligned with the Packard Fund for Pueblo funding priorities.**
3. **Describe how the proposed work addresses a vital community need.**
4. **Describe who the organization/program aims to reach, including relevant demographic information such as race, ethnicity, gender, age, sexual orientation, and/or socioeconomic characteristics.**
5. **Describe what you hope to achieve (e.g., increase in reach, changes that occurred, capacity built, etc.).**
6. **In what ways is your organization uniquely qualified to deliver the proposed work?**
7. **Is there anything else you would like the Packard Fund for Pueblo staff and Advisory Board members to know about this request?**