

Section I - Proposal Summary

A one paragraph description of:

- Date
- Institution
- Program to be funded (if applicable)
- Statement of need
- Amount requested

Section II - Institution Description

Please fill out all sections in the order they appear. Please do not miss a section. Use as many pages as necessary.

- Federal Tax ID #
- Institution Name
- Ruling Year
- Contact Name
- Contact (Position/Title)
- Mailing Address
- City, State, Zip
- Phone
- Fax
- E-mail
- Website
- Institution's mission statement.
- Provide a brief historical background, including institution's current strategic plan.
- List the institution's goals.
- Describe existing programs and services and how they relate to the institution's mission and strategic plan.
- Define the geographic area served.
- Describe the constituency served (age, gender, race/ethnicity, income level).
- Total individuals served per year.
- Staff Size
- Total organizational budget (for most recently completed year).
- FY end date.

Section III - Statement of Need

- Describe in detail the areas for which support is sought.
- If Program – Number of People Served.
- Define and document the need for those areas you are requesting funding, and how they relate to your institution's mission and strategic plan. Include relevant data if available and applicable.
- Describe the evaluative method to be used to assess the impact of those areas to be funded. Please specify anticipated measurable outcomes for the population to be served.
- Provide a list of goals and measurable objectives.
- Provide timetable for implementation – start / finish and all major phases.

Section IV - Financial Information

- A detailed organizational budget for the current fiscal year.
- A projected organizational budget (where available).
- If program, a detailed budget for the fiscal year the funds will be expended. List all direct costs including those related to measuring anticipated outcomes. If this is not available, please submit a detailed program budget for the last fiscal year.
- If program, a breakdown of funds requested from the Foundation. Include total amount and specific purpose.
- If program, an update on other sources of financial support for the areas you are requesting funding particularly amounts committed to date, funding organizations, and whether funds are cash or pledges.

Section V - Attachments

These documents must be attached to your completed proposal. In each case the documents should be from the applicant institution (the institution that will receive and administer the funds).

- A copy of the letter from the IRS granting federal tax-exempt status.
- List of current Officers and Board of Directors.
- Most recent annual report (if available).
- Most recent audited financial statement. Audit should include comparative totals for the previous year. If audit is unavailable for most recently completed year, provide the draft audit or end-of-year statement for the last two fiscal years.

- An IRS Form 990, including Schedule A.
- A list of the names of any director, employee or officer of The Green Foundation, or any family member of the preceding, who is associated with the applicant, or indicate that no such relationships exist.

A hard copy of your proposal (**along with a copy on CD**) should be mailed to:

Kylie Wright
Program Director
The Green Foundation
547 S. Marengo Ave
Pasadena, CA 91101