The ROE Foundation

A Charitable Trust • Established 1983 by Raymond O and Evelyn Sawyer

REQUEST FOR PROPOSALS: GRANT APPLICATION GUIDELINE
DEADLINE: 5:00 PM, PST/PDT, JANUARY 31, 2025

Project Title:

Applicant Name:

DUNS Number:

Primary Contact for Application:

Address:

Contact Phone Numbers:

Email Address:

Background and Qualifications (20 points)
- Background and organizational history
- Qualifications and experience serving the populations identified in the grant application.
- Geographic region to be served

Statement of Need and Service (30 points)
- Description of program
- Need for program, what problems will the program address
- Is this expansion of an existing program or a new program
- Number of participants estimated to be served
- Outreach plan—how will you reach the proposed population
- Method of engagement—how will you plan and deliver this program
- Timeline of service planning and delivery

Reporting and Coordination of Services (30 points)
- Program evaluation frequency and method
- Monitoring methods that will be used to ensure services and funds fulfill the grant requirements
- Financial controls in place to ensure program funds are used as designated
- Capacity of your organization to delivery services—will you use existing resources or add new resources to implement the program
- Coordination with local resources—who else in the community will be working on this project
- Any subcontractors
- Key personnel

Program Budget (20 points)
- Program budget template
  - Salaries
  - Direct Service to Client
  - Operations
  - Administration
  - Equipment/Materials
  - Other sources of funds to be used to support this program
- Statement of sustainment—how will you fund this program in the future

Documentation
- Letters of Support
- IRS letter certifying your status as a 501 (c) 3 tax exempt organization
- Copy of most current Independent Auditor's Report or other full financial audit document

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