



Application Checklist

Please use the checklist below to guide the development of your funding request.

Organization Information:

- Primary contact name, title, phone and email
- Organization name
- EIN
- Year founded
- Brief description of the organization, its activities and the geographic area it serves (500 words)
- Organization type (e.g., social service provider, faith-based organization, community foundation, United Way, child care provider, school district, higher education institution or other not-for-profit organization)

Proposal Narrative:

- Describe the challenges and opportunities your community faces in adequately supporting the learning and developmental needs of infants and toddlers. (1000 words)
- Briefly summarize your proposed program or project and how it will address the learning and developmental needs of infants and toddlers. (1000 words)
- Describe your program or project plan. Please include the number of infants and toddlers who will be served and the potential impact of the program or project on the learning and development of those children. (1000 words)
- If you intend to serve one or more of the Focus Population(s), describe how you will serve them and detail the outreach activities in which you will engage to connect with these populations. (1000 words)
- Describe your organization's capabilities (individually or through its proposed partners) to carry out a program or project of the type and scale proposed in your plan (e.g., key staff, skills, facilities, etc.). (1000 words)
- Describe the anticipated outcomes (e.g., participating children who have demonstrated improved language or other skills in comparison to a peer set, children whose identified developmental delays have been addressed through intervention, participating families who have demonstrated a use of more positive discipline strategies, infant and toddler child care capacity developed and sustained, etc.) for:
 - 1) infants and toddlers;
 - 2) one or more of the Focus Population(s), if any; and/or
 - 3) the broader community. (1000 words)

- What potential challenges do you foresee in implementing your program or project and how will you address these challenges? Please address any factors that are critical to the success of your program or project plan and achievability of the anticipated outcomes. (1000 words)
- Describe your detailed program or project timeline. Include key milestones. (1000 words)

Budget Narrative:

- Indicate total amount requested.
- Explain your proposed budget. Include enough detail about each line item in your budget to give reviewers a good understanding of how grant funds would be used. (1000 words)
- Describe how you will sustain your proposed program or project, should you plan to do so, at the conclusion of the grant. Include any ongoing support from key stakeholders. (1000 words)
- Briefly describe how you might adjust your program or project if you do not receive the full amount of your request. If you are proposing more than one program or project, consider how dependent each is upon another when providing your response. (1000 words)
- If requesting support for capital improvements, provide additional documentation and details regarding the project and associated costs, including any other sources of funding. (500 words)

Required Documents to Upload:

- Tax Exempt Determination Letter. [See sample letter.](#)
- Current board-approved financial statements or audit
- Budget template. [See fillable template.](#)

Optional Documents to Upload:

- No more than three letters of support that include a description of how this proposal will impact the community.
- Additional documents that provide support for or context to your narrative (e.g., evidence of program effectiveness, a more detailed project plan or timeline, etc.).