

USATF NEW ENGLAND
PROJECT OR PROGRAM INNOVATION GRANT PROPOSAL FORM

*Additional information about our grant programs may be found at usatfne.org.
Grants to individuals/teams or for travel may file our other grant form.*

1. Applicant name: _____

2. Club or Organization: Does your organization have an IRS 501(c)(3) (non-profit) IRS determination letter?
___ YES ___ NO

3. Address (please include street address if different from mailing address) _____

4. Website: _____

5. Contact Name of Organization: _____

Phone: _____ Email: _____

6. Name of person completing this proposal if different: _____

Title: _____ Phone: _____ Email: _____

7. **Grant Amount Requested:** \$ _____

8. The period this grant will cover: ____/____ to ____/____

If a multi-year request please give amounts:

Year One: _____ Year Two: _____ Year Three: _____

9. Please write your organization's or the project's mission statement:

10. Please write a brief summary of your organization or program's core purpose, i.e. history, number of members involved, geographic area served and recent accomplishments:

11. What is the current total annual organization and/or project's budget: \$ _____

12. Total number of staff (if applicable) involved ___ and/or number of volunteer Board members: _____.

13. Please list any previous grants or funds received from USATF New England in the last five years:

PROPOSAL NARRATIVE:

- 1) Describe the specific request (please keep to one page).
- 2) What would be the impact of your request on the population or area you serve or involve? (500 words)
- 3) Provide a timeline of the proposed activities supported by the grant. Please include any governmental or municipal approvals you will need to secure:
- 4) If you plan for the event/activity to continue past the grant period, please describe how you will sustain the programming.
- 5) What will be your criteria for success? How will you measure success in the short- and long-terms?
- 6) Please attach a program/activity budget. If over multiple years, please list projected income and expenses for each year.

Budget should include: a line item revenue statement for all applicable budget categories and a line item expense budget, with narrative notes for any items that need further explanation. Please include any other funding sources you have received or plan to receive in support of this request.

Microsoft Word for the narrative and Excel documents for the budgets are greatly preferred. You may be asked to re-submit incompatible formats.

*The copy of the IRS 501 c3 designation letter attached to an email sent to office@usatfne.org and mtravers@usatfne.org. Please put *your* organization's name in the email's Subject line. Any attached documents should be labeled with your organization's name as well.*

If mailing hard copies, please send to:

USATF New England
2001 Beacon St, Ste 207
Brighton, MA 02135-7787

For more information, please contact mtravers@usatfne.org or office@usatfne.org