



PROPOSAL NARRATIVE

- Please respond as fully and succinctly as possible to the information requested below.
- Please keep your total Proposal Narrative to no more than 12 double-spaced pages.
- Please include the name of your organization or agency, contact person's name and phone number *at the top of each page* of your Proposal Narrative.
- Submit the original and five (5) copies of the Proposal Narrative and all other information requested.



24 State Route 25 • P.O. Box 177
Meredith, NH 03253

1. ORGANIZATION DESCRIPTION

Briefly describe your organization, its mission, current programs and services. Include meaningful service statistics and a brief history highlighting significant milestones or achievements.

2. NEEDS ASSESSMENT

Outline the needs or opportunity your proposal addresses and how these were determined. Documentation may include in-house information, local or national data.

3. PLANNING

What other organizations are working on this problem and how will your program be different or better? Explain how your organization will collaborate or work with others.

4. PROJECT DESCRIPTION, GOALS AND OBJECTIVES

Describe specifically what will be accomplished with the funding requested, *i.e.* what activities will take place, who (and how many) will participate or benefit. Indicate how the activity will be staffed and managed. Attach resumés of key people responsible, particularly for consultancies or new programs.

5. EVALUATION

Describe how the project will be evaluated and what information will be collected during the year to assess results. Evaluative criteria should include appropriate measurable outcomes.

6. CONTINUATION

If the activity is intended to be ongoing, indicate what resources will be available to support its continuation beyond the grant period.

7. OTHER SUPPORT

Indicate what other support, in-kind, financial, voluntary or collaborative, has already been secured for this project. Please be as specific as possible.

ATTACHMENTS

This information must be provided with all applications.

- **Completed Application Cover Sheet**
- **Project Budget**
Itemized income and expense budget indicating other funding as committed or projected. Include dates that explain the period covered.
- **Financial Statement**
Last available audit or financial statement for the organization. If you are part of a larger organization, please include your local financial numbers.
- **Organization's Current Operating Budget**
- **IRS Tax Status Determination Letter in the name of the organization that the grant is being applied for**
- **Current List of Board Members**



ELIGIBILITY

Organizations recognized as tax-exempt under Section 501(c)3 of the Internal Revenue Code and public agencies are eligible to apply for support. Organizations and public agencies should have their primary base of operations in MVSB's market area.

In most cases, awards are made to support projects, i.e., specific activities or programs of qualifying organizations that can be completed within a year. Although a limited number of multi-year grants are made, awards are usually not repeated or renewed.



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CRITERIA

Directors of the Meredith Village Savings Bank Fund look for opportunities where a modest amount of funding can help an organization accomplish a significant result. Grants generally range from \$1,000 to \$15,000; the majority are for less than \$10,000. The review process is highly competitive, and the board seeks the most productive uses for the limited funds available.

Proposals are sought from organizations which:

- represent a high internal priority for the applicant organization and are related to its mission and development;
- include a clear, practical plan with objectives for services, participation, and results;
- leverage other funding or voluntary support;
- offer evidence that project objectives will be accomplished within the grant period, or that other funding will be secured to continue the activity in the future;
- demonstrate cooperation or collaboration among organizations for greater impact.

Grants are generally not awarded:

- as operating support or funding for ongoing annual programs

HOW TO APPLY

Use the enclosed forms to complete your application. Applications should be submitted to Meredith Village Savings Bank at the following address:

Meredith Village Savings Bank MVSF Fund: Rick Wyman, 24 NH Route 25, P.O. Box 177, Meredith, NH 03253

Applications should include a completed cover sheet, Proposal Narrative and attachments as outlined on the attached sheets. While the narrative may be organized as seems clearest and most logical to you, the suggested format will ensure that your proposal is complete.

IF YOU NEED ADDITIONAL GUIDANCE OR CLARIFICATION

Fund directors are willing to discuss potential projects before a formal application is submitted. The best approach is to write us, describing the project briefly and indicating the amount of grant support sought. It is generally not necessary to arrange a meeting.

Note: In completing the assessment and research necessary to properly present a proposal for funding consideration, Fund directors may consult with knowledgeable individuals and agencies active in the same field and may discuss, in general terms, any proposal under consideration.

WHEN TO APPLY

Grant-making meetings are held once each year for the Meredith Village Savings Bank Fund. Application deadlines are indicated below:

- Accepted: Postmarked By October 15
- Winners Notified: December



APPLICATION COVER SHEET

Please attach this sheet to the top (page 1) of your completed Proposal Narrative and attachments.

Please type or print clearly. Please submit six completed copies.



Date: _____ How long has your organization been in existence?: _____

Name of Applicant Organization: _____

Address: _____ Telephone #: _____

Primary Email: _____ Website (if applicable): _____

CEO/Executive Director: _____

Contact for this Proposal (if different): _____

Contact Address (if different from above): _____

Telephone #: _____ Contact Email: _____

Fiscal Agent (if applicant is not a 501(c)(3) organization): _____

Application Amount: \$ _____

Please respond below in the spaces provided, as some readers receive the cover sheet only. A more detailed description should be included in the Proposal Narrative.

Provide a brief description of the proposed project or activities to be supported:

Please summarize Project Objectives – what will be accomplished with the funding requested?

