

PROPOSAL GUIDELINES

**H. W. DURHAM FOUNDATION
1779 Kirby Pkwy. Suite 1-304
Memphis, TN 38138
901-752-0176**

Proposals to the H. W. Durham Foundation should provide the information requested under each of the following headings. Please use the designated headings and arrange the material in the order specified by the headings. There is no page minimum or maximum.

Board meetings to consider proposals are held in April and October. Deadlines for receiving proposals for these respective meetings are March 1 and September 1, or the first business day thereafter.

I. SUMMARY INFORMATION FORM

Complete the attached Summary Information Form and submit it as the first page of the proposal.

II. PROJECT STATEMENT

Provide a statement of the problem to be solved.

III. GOALS AND OBJECTIVES OF THE PROJECT

This section of the proposal should describe the long range benefits expected from the project except when the same project has received previous funding, in which case this section may be eliminated.

IV. METHODS FOR CONDUCTING THE PROJECT

Please list the specific activities to be used, a time line for doing them, staff needed, and any other methods that will be used to achieve the proposed ends.

V. PROJECT EVALUATION

The thrust of this evaluation should be to show the extent to which the project achieved its stated objectives. The evaluation plan should identify who will do the evaluation, what the evaluation criteria will be, what data will be collected and how it will be analyzed.

VI. BUDGET FOR PROPOSED PROJECT

The budget should be in three parts. The first part should be a line item budget. The second part should reference each line item and explain how the amount for each item was determined. Be specific. Avoid generic terms such as "miscellaneous" or "other". Where possible, it is suggested that any relevant bids or quotes be included in the section as well.

PLEASE NOTE: The Foundation will consider no more than 8% in indirect costs, including salaries.

VII. DESCRIPTION OF APPLICANT AGENCY

If you have received funding from the Durham Foundation in the past, you need not include this section. If not, please include a description of the agency and provide information on current activities that relate to the proposed project. The description should include such things as the purpose and goals of the agency, current programs, clients or constituents, etc.

VIII. APPENDICES

- A. A brief (no more than 2 pages) resume for each key staff person in the proposed project**
- B. IRS determination letter(s) showing tax exempt IRS ruling**

IX. GENERAL

- 1. All pages should be numbered.**
- 2. Proposals may be submitted electronically at CC1020@wspice.com and must be submitted before midnight on the the day of the deadline. Please include the proposal, along with all attachments into one .pdf as one submission.**
- 3. If you prefer to file the proposal on paper, please submit five paper clipped (but unstapled) copies of the written proposal and attachments. These may be mailed or hand-delivered to:**

**1779 Kirby Parkway, Suite 1-304
Memphis, TN 38138**

To be received by close of business on the day of the deadline.

PROJECT SUMMARY INFORMATION

Project Title:

Project Director:

Applying Agency:

Address:

Contact Person:

Telephone No.:

Total Funds Requested:

Project Dates:

Proposed Funding for Continuation of Project at End of Grant Period:

Provide an abstract for the proposed project. It should not exceed 500 words and should provide a clear, concise statement of what will be accomplished in the proposed project. In projects with multiple funding sources, the abstract should specify what is to be accomplished with the funds requested from the Durham Foundation. Use the space below.

Abstract:

Certification:

I hereby certify that _____ (the applying agency) continues to hold the public charity classification set forth in the attached Internal Revenue Service determination letter and that I know of no action by the Internal Revenue Service to alter or revoke this status.

Date: _____

Signature

Please print:

Name: _____

Title: _____