



ALSTON BEECH FOUNDATION

PROPOSAL CHECKLIST

PLEASE REVIEW BEFORE SUBMITTING PROPOSAL

Note: It is the responsibility of each applicant to submit all required information and documents. It is not the responsibility of the Alston Beech Foundation to request missing information, so be sure to submit all required documents. To help us, and yourself, please review the checklist carefully. The Alston Beech Foundation reserves the right not to accept, without notice, any proposal that is not complete.

REQUIRED DOCUMENTS/ATTACHMENTS

- Completed ABF grant application cover sheet (include a copy with each proposal).
- IRS 501 (c)(3) tax exemption certificate (include a copy with each proposal).
- List of board of directors (include a copy with each proposal).
- Financial audited statement or organization's financial statement (include 8 copies).
- Organization's operating budget (include a copy with each proposal).
- Eight (8) copies of addendums (include addendums with each proposal).
- Eight (8) complete proposals.

CONTEXT AND DESCRIPTION OF PROPOSAL

1. Provide a brief background, mission statement and general information for the organization and include accomplishment, organizational goals, and strategic plans relevant to the proposed project and summary of the program or project.
2. Give a summary of the description, context, productivity and results for the project or program.
3. Define geographic area of the program or project and the population served.
4. Describe the proposed activities to be performed. If you expect to expand or replicate a program, Include evidence of the program effectiveness.
5. Include total cost for program or project and total funds requested (max request \$2,000).

PROPOSAL SUBMISSION

The Alston Beech Foundation has two funding cycles in the spring and fall. Organizations are eligible to apply once every calendar year; however, chances of receiving subsequent funding is not guaranteed. The deadline for proposal submissions are April 1 and October 1 of each year and the selection committee meets in May and December. Proposals submitted by mail must be postmarked on or before the proposal deadline date.

DO NOT SUBMIT DOCUMENTS ELECTRONICALLY!