

## PROPOSAL CHECKLIST

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### What to include in your grant proposal

To be complete, your proposal must include all of the following:

Documents required with all proposals (please indicate if a document is already on file with the Foundation rather than sending an additional copy):

- Proposal Cover Sheet (use the attached template and include signatures of the executive director and board chair)
- Proposal narrative (maximum of five single-spaced pages; we will not read beyond five pages)
  - Project description - Please describe your project. Include the number of participants to be served and how the project benefits north Flint residents.
  - How does this project address one or more of the Ruth Mott Foundation's adopted north Flint priorities (youth, safety, economic opportunity, and neighborhoods)? How does it address one or more of the subcategories of these priorities?
  - What outcomes from the Ruth Mott Foundation Theory of Change will this project address and how will they be measured? What program-level indicators are aligned with the project and how will the indicator data be collected?
  - What evidence and/or prior results are there to indicate this project will be effective in achieving desired outcomes? What is the track record of your organization in terms of being able to deliver on the proposed work?
  - How have you engaged the north Flint community in shaping this project? What local knowledge, promising practices, and innovative ideas does it draw on?
  - If applicable, how does this project align with the Flint Master Plan?
  - How does this project incorporate diversity and inclusion?
  - If relevant, what support is requested from Applewood?
  - The Ruth Mott Foundation cannot be the sole funder for a project. How does this project leverage other resources to benefit north Flint? How will this project be sustained beyond the requested grant?
- Logic Model (see the attached sample format or use your own logic model)
- Evaluation Plan (see the attached sample format or use your own format)
- Audited financials for the most recent three years – OR– the Financial Reporting Form (use the attached form) if you do not have audits
- IRS 990 Forms for the most recent three years (or note if not applicable)
- Your organization's board-approved annual budget for the year of the proposed grant
- Current board member and staff lists
- Current racial and gender composition of board and managerial/non-managerial staff
- Organizational history



- Most recent annual report (optional)
- Relevant organizational changes and top organizational priorities (include strategic plan if available).

**For project-specific requests:**

- Project budget (see the attached Total Project Budget template or use your own format)

**If we require you to have a fiscal sponsor, you will also need to provide the following:**

- Audited financials for the most recent three years of the fiscal sponsor
- A copy of the [Ruth Mott Foundation Fiscal Sponsorship Agreement](#) (use RMF template) signed by the fiscal sponsor's executive director and board chair
- A signed copy of a Memorandum of Understanding outlining the relationship and mutual agreements between the fiscal sponsor and the project

Please use the proposal checklist provided to make sure your application is complete.

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