

## What to include in your grant proposal

The Ruth Mott Foundation uses an online portal to accept grant applications. Please email or call a program officer to request a link and login credentials to access the portal. Below is a checklist of information that is required for all proposals.

### Proposal Checklist:

Returning applicants who previously used the online portal will be able to verify information already on file. To be complete, your proposal must include all of the following:

- Organization mission and history\*
- Brief listing of key programs\*
- Strategic plan (if applicable)\*
- Current board member and staff lists\*
- Current racial and gender composition of board and managerial/non-managerial staff\*
- Contact information
- Project budget (for project grants only—see the [Total Project Budget template](#) or use your own format)
- Responses to narrative questions (please note word limits)
  - *(500 words)* Please describe your project. Include the number of participants to be served and how the project benefits north Flint residents.
  - *(250 words)* 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 as noted in the chart above in the Grantmaking Priorities section?
  - *(250 words)* What outcomes from the Ruth Mott Foundation Theories 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?
  - *(500 words)* 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?
  - *(250 words)* How have you engaged the north Flint community in shaping this project? What local knowledge, promising practices, and innovative ideas does it draw on?
  - *(250 words)* If applicable, how does this project align with the [Flint Master Plan](#)?
  - *(250 words)* How does this project incorporate diversity and inclusion?
  - *(250 words)* If relevant, what support is requested from Applewood?
  - *(250 words)* 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?
- 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\*
- 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)

**\*If you are a fiscal sponsor collaborating with a sponsored organization, we will need these documents for both organizations (if applicable).**

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

- A copy of the [Ruth Mott Foundation Fiscal Sponsorship Agreement](#) (use [our 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 this proposal checklist to make sure you have the information needed to complete your application.

### How to submit your proposal

Please use our online portal. Staff are committed to assisting applicants with this process and will provide you with a link and login credentials. Please email a program officer or call (810) 233-0170 to get login information or for further assistance.

Current submission [dates and funding cycles](#) are available at [www.ruthmottfoundation.org](http://www.ruthmottfoundation.org). Proposals must be submitted by 5 p.m. Eastern Time on the proposal due date for consideration.

We will notify you when we receive your proposal. A program officer will stay in touch with you as your proposal advances through the assessment process and may contact you with additional questions.

### Funding Cycles

The Ruth Mott Foundation accepts grant proposals throughout the year. Final approval of grants rests with the Foundation's Board of Trustees, who generally meet three times a year.

### Contact Us

Main Office Phone: (810) 233-0170

Website: [www.ruthmottfoundation.org](http://www.ruthmottfoundation.org)