

# Rocco Capacity-Building Grant Proposal Requirements



## Initial Application/Letter of Intent

When you access the LOI form, you will be asked for the following information:

1. Your organization's mission and brief statement of impact
2. An introduction to the project or work you are seeking funding for
3. A timeline for the project
4. What are the intended outcomes, also addressing sustainability (how will the work continue to impact the organization after its conclusion)
5. The name of the consultant you're considering
6. Approximate cost of the project as quoted by the consultant
7. You'll also be asked to verify that your proposal is supported by your board, that your organization is able to contribute at least 10 percent of the total cost of the project, and that the project will be completed within one calendar year of the award.

## Full Proposal

If invited to provide a full proposal, here is the additional requested information:

1. Basic information about your organization
  - Mission, vision, and a statement of impact
  - Number of full- and part-time staff and volunteers
  - Financial information, including 990 or 990-EZ and if a 990 is utilized, a professionally prepared financial report
2. Further analysis of the organization's stated problem to include:
  - How are you currently managing or responding to this issue and what limitations have you encountered with your existing approach?
  - How will funding this project help to resolve this issue or challenge?
  - How will this project build your organization's capacity in one or two years from completion?
  - Explain how you will address this issue if your project is not funded with a grant this year.

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3. Letter of support signed by the board chair attesting that the project has been discussed and approved at an officially called board meeting (if your organization has a fiscal sponsor, the letter needs to come from YOUR board, not the board of the fiscal sponsor).
4. Selected consultant's name and bio, or link to bio/company website
5. A workplan from the consultant, including brief description of project, the timeline, and a quote – on company letterhead or otherwise confirmed this has been prepared by the desired consultant. This is not a contract and no signature is required.