

The Alexander and Mabel Bell Legacy Foundation

Grant Guidelines

Application Deadline: October 1

When applying for a grant, a complete proposal includes:

1. Cover Letter of Inquiry
2. Proposal Narrative
3. Attachments
4. Budget Narrative
5. Budget Format

Cover Letter of Inquiry

1. Name of the organization and project.
2. Dollar amount requested.
3. Time period of the grant activity
4. The purpose of the request
5. Explain how your organization's proposal fits with the grantmaker's mission and priorities
6. Detail previous contact, or relationships, with the grantmaker to which you are applying
7. Contact person's name, title, daytime telephone number, and email address

Proposal Narrative: Describe your organization and what will be accomplished with grant funding

1. Date of Application
2. Summary Heading: Organization Name, Amount requested, Activity Dates, Federal or Country Tax Number
3. Organizational Background: Mission, Organization History, Current Program Summary, Organizational Affiliates
4. Project Summary
5. Grant Objectives: Identify the specific problem, or opportunity, that this funding request will address
6. Anticipated Results
7. Sustainability
8. Benefit to the Alexander & Mabel Bell Legacy Foundation and the publics it serves
9. Method and timetable for implementation (Work Plan)
10. Description of how the Alexander & Mabel Bell Legacy Foundation grant will be recognized
11. Hours and Expenses

12. Supporting Materials and Attachments: tax-exempt status, board members, partner organizations, links to relevant websites, news reports, etc.

Budget Narrative:

Explain what the expense and revenue numbers in the budget or spreadsheet represent, how you arrived at them and what assumptions underlie the budget.

Budget Format:

1. Heading: specify the budget period (e.g., July 1, 2020 to June 30, 2021).
2. Heading: specify the requested amount and the total cost of the activities.
3. Itemize all confirmed and pending sources of revenue, or income, showing the total for each (committed and pending), if the requested amount is different from the total cost of the activities.
4. For a specific project budget, indicate if any general operating dollars from your organization will be spent on the project.
5. Itemize your expenses, including only those costs that are relevant to the particular activities for which you are seeking funds.
6. For project or program support requests, you should show two columns – one listing the total expense and one listing the specific costs requested in this grant proposal.

Sources of Support

Revenue Categories	Committed Funds	Pending Funds
Grants/Contract/Contributions		
Federal Government		
State Government		
Local Government		
Foundations (itemize on separate lines)		
Corporations (itemize on separate lines)		
Individuals		
Other (specify)		
Earned Income		
Tuition/Fees		
Events		
Publications/Products		
Other (specify)		
Membership Income		
In-Kind Support		
Other (specify)		
TOTAL		

Costs

Expense Categories	Amount Requested	Total Expenses
Personnel		
Fringe/Benefits		
Consultants and Professional Fees		
Travel		
Professional Development		
Equipment		
Supplies		
Rent		
Utilities		
Postage		
Printing and copying		
Telephone		
Other (specify)		
TOTAL		