**PROPOSAL COVER SHEET**

(If legible, you may hand write this part of the proposal)

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Agency Name:

Street Address:

City:

State: Zip Code:

Main Phone: Fax:

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Project Name:

Project Description (one-liner):

Project Street Address (if different):

City:

State: Zip Code:

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Executive Director:

Phone: Email:

Primary Contact Person (if different):

Phone: Email:

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Grant Applying for:

Total Proposal Request (may not exceed Maximum Grant Amount): $

Total FY 2019 Agency Budget: $

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I certify that the information provided in this application is true.

|  |  |
| --- | --- |
| Signature | Date |

**BOARD OF DIRECTORS**

(If legible, you may hand write this part of the proposal)

You should have a Board of Directors with at least 7 members. We encourage representation from low-income residents and neighborhoods.

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| --- | --- | --- | --- |
| Name | Years on Board | Home Neighborhood | Job or Relevant Experience |
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**PROPOSAL NARRATIVE**

(Must not exceed 6 pages)

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1. **Project Design (worth up to 40 points)**

* Describe your project, including activities and your goals and vision.
* Include a community vision that describes how you will engage community stakeholders including SoMa and San Francisco-based residents, artists, cultural groups and community-based organizations.
* If applying as a collaborative, describe each participants’ roles and plans in the project design.
* When will your project start? If applicable, when will it finish?

1. **Organizational Capacity and Budget (worth up to 30 points)**

* Complete a Project Budget Worksheet, including budget items for both your grant proposal and your project.
* Describe the budget for your project.
* Describe the individuals who will administer your project, including their names, job titles and experience.
* Describe your organization’s history of providing cultural programming.
* Describe your organization’s history of solid financial management, overall organizational sustainability, and, if applicable, managing City funds.
* Describe your organization’s connection to the Filipino community and the broad range of organizations, individuals and interests served by the Cultural Center. How does this connection inform your organization’s cultural practices and work?
* Please attach MOUs demonstrating the commitment and support of a broad range of Filipino interest groups (arts, culture, academia, local service organizations and nonprofits).

1. **Background and Need (worth up to 20 points)**

* Describe the need for your project.

1. **Evaluation (worth up to 10 points)**

* Describe who will benefit from your project.
* What outcomes would you use to measure your project’s success?

**TOTAL SCORE ASSIGNED BY REVIEWERS: \_\_\_\_ out of 100**