

For Better Tomorrow Inc. Grant Proposal/Application

Before funds are sought from For Better Tomorrow Inc., the individual or organization should review the For Better Tomorrow Inc.'s priorities and policies to determine whether it is eligible to be considered for funding and whether the type of activity proposed is in one of the funding areas. ***To assist applicants in deciding whether an application will be worth submitting, we require applicants to contact For Better Tomorrow Inc. by letter, E-mail, phone or a personal visit before making fund application.***

For Better Tomorrow Inc. is an international funder and applications are usually not accepted for organizations inside the U.S. For Better Tomorrow Inc. only rarely funds in the U.S. All U.S. applications must be invited by the Board of Directors to be considered for funding. The following information is required to submit this application. Please have the following information handy before you start this application.

Proposal:

- ✓ A brief summary of the organization, its history, mission, goals and major achievements
- ✓ The population to be served by the proposed project or program and any relevant characteristics (e.g. size, age)
- ✓ The opportunity or need for which the proposed activity is a response or solution (cite source or reference if statistics or opinions are included)
- ✓ Program or project objectives, a summary of the activities to be funded, and any other programmatic details that might be needed to clarify the request
- ✓ The amount of funds requested, the duration of time over which For Better Tomorrow Inc. funds will be needed, and anticipated sources of support when funding ceases
- ✓ The method to be used to determine the effectiveness of the funded program or project
- ✓ Information about the staff of the organization, including those responsible for the program or project

Additional Materials:

- ✓ Tax Exemption determination letter for the organization (if applicable)
- ✓ Charter and bylaws for the organization (if applicable)
- ✓ Most recently completed audited financial statements for the organization's operations showing the year's income and expenses, final balances at year's end and an explanation for anything unusual reported in the statements
A copy of the organization's current operating budget
- ✓ A cover letter, including the signatures of the presiding officer of the board and the executive director (or person in the equivalent role) of the organization to indicate that both the board and the chief staff person have approved the proposal being submitted to For Better Tomorrow Inc.
- ✓ Name and phone number of contact person with whom For Better Tomorrow Inc. may make arrangements for an interview or site visit, or from whom they may request additional information

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Executive Summary:

- ✓ A one- to two-page summary of the proposal

Budget:

- ✓ An expense budget for the proposed activity and the revenue plan for the budget with categories of sources and amounts

Board of Directors List:

- ✓ A current list of members of the organization's board of directors, with occupations or positions, and a statement of board involvement and functions within the organization

Grant Application Form

Grant Request

Amount requested: \$ _____

This request is for: _____

Specify (if other): _____

Program/project title: _____

Organizational Information

Organization name: _____

Address: _____

City: _____

State (Province): _____

COUNTRY: _____

Zip: _____

Telephone: _____

Fax: _____

E-mail: _____

Executive director: _____

Telephone: _____

Name/title of contact person: _____

Telephone: _____

Total organization budget for current year \$ _____

Date of incorporation: _____

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Do you currently receive funding from any other organizations? Please provide the name of the organization, the amount of support provided by them annually and contact information.

Is your organization tax exempt in your country?

Primary service category of organization (Who do you serve?)

Summarize the organization’s mission (2- 3 sentences)

Geographic service area(s)

Provide percentages and/or descriptions of the populations your organization serves.

Staff composition in numbers

	Support	Professional
<i>Paid full-time</i>	_____	_____
<i>Paid part-time</i>	_____	_____
<i>Volunteers</i>	_____	_____
<i>Interns</i>	_____	_____
<i>Other</i>	_____	_____
Totals	_____	_____

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Summarize the purpose of your request (5 sentences or fewer)

Time frame in which the funds will be used: From: _____ To: _____

List other private and public funding sources for this particular request.

Funding sources—to date	Amount	Date received
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Funding sources—pending	Amount	Date received
_____	_____	_____
_____	_____	_____
_____	_____	_____

Organizational Budget (last fiscal year)	Expenses \$	Revenues \$
	_____	_____

Program/project Budget (if applicable) \$	Expenses \$	Revenues \$
	_____	_____

Name/Title: _____

Signature of authorized official Date: _____

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Proposal Narrative

Please provide the following information in this order. Do not use more than 5 single-spaced pages, exclusive of attachments. Please staple; do not bind your application.

A. Background

1. *Organization's mission, history, major achievements, overall goals and/or objectives.*

2. *Description of current programs and activities. Please emphasize major achievements of the past two years.*

3. *Description of formal and informal relationships with other organizations.*

B. Purpose of funding request

1. *If applying for general operating support, briefly state how this grant will be used.*

2. *If your request is for a specific project or capital campaign, please provide the following information:*
 - i. *The community and/or agency needs or problems that this effort will address, including population served.*

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ii. *Describe how the project addresses these identified needs.*

iii. *Program or Capital Campaign description to include strategies employed to implement the proposed project:*

1. *Goals and objectives*

2. *Timetable for accomplishing stated goals and objectives*

3. *Program methodology (program only)*

4. *Staffing*

5. *Collaboration with other agencies. If this is a collaboration, briefly describe the partners.*

iv. *If this request is for a specific program, explain how it will be supported after termination of the grant*

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C. Evaluation

1. *Explain how you will measure the effectiveness of your activities.*

2. *Describe your criteria for success.*

3. *Describe the results you expect to have achieved by the end of the funding period.*

Attach a cover letter, list of Board of Directors or relevant information with this application as necessary.

Please address all correspondence, questions and the proposal to:

*Board of Directors
For Better Tomorrow Inc.
3224 Blue Bird St,
Normal IL 61761
(309) 434-0101*