

OTTO BREMER FOUNDATION

Proposal Narrative

Please include the following information in your proposal narrative, if applicable, in whatever form you prefer.

I. ABOUT THE ORGANIZATION

- **Background.** Provide a brief summary of your organization's history, mission, goals, accomplishments, and challenges.
- **Current activities and impact.** Describe the organization's current program and activities, impact in the community, and how the community is involved in the organization.
- **Structure and function.** Describe how the organization is structured and how it functions on a day-to-day basis.

II. ABOUT THE PROPOSED GRANT OR PROGRAM-RELATED INVESTMENT

For All Proposals

- **Specific request.** Describe the specific goals, programs, or activities you are proposing; how you will do these things; and what the grant or program-related investment will support.
- **Outcomes and impact.** Describe the outcomes you anticipate achieving through the funded program or activities and the impact you will have, including how the proposed activities would serve the community and how the community will be better as a result.
- **Challenges.** Describe the challenges you anticipate and how you will meet these and others that may occur.
- **Additional funding/sustainability.** Describe how you will fund and sustain these activities beyond this grant or PRI.
- **Fiscal sponsor.** If your organization is serving as a fiscal sponsor for this project, describe how the proposed activities align with or complement your mission.

Additional Information for Organizational Effectiveness Proposals

- **Purpose.** Describe how the proposed activities were identified, what the organization will be able to do as a result, why these activities are needed now, and how they will enable the organization to better serve the community.
- **Process.** Please attach a work plan and describe who will carry out the proposed activities, how the expertise was identified, how the work plan was developed, and how costs were determined.

Additional Information for Program-Related Investments

- **Repayment.** Describe the income stream from which the PRI will be repaid and explain any risks to the organization's ability to repay the loan.
- **Options.** Describe other funding options your organization has considered.

III. ABOUT EVALUATION

- **Determining and measuring success.** Describe how you will know if and when you have been successful and how you will measure success.
- **Sharing results.** Describe how you will communicate results to others, including the Foundation.

OTTO BREMER FOUNDATION

Proposal Checklist

In order for your proposal to be complete, the following items are required. Please mail your completed proposal—**only one copy is necessary**—to: Otto Bremer Foundation, 445 Minnesota Street, Suite 2250, St. Paul, MN 55101-2107.

PROPOSAL COVER SHEET

A form Cover Sheet is available on the Foundation's website, www.ottobremer.org.

PROPOSAL NARRATIVE

An outline of the information to include in your proposal narrative is also available on our website.

ADDITIONAL REQUIRED MATERIALS

Supporting Materials

- IRS determination letter of tax-exempt status defined under Section 501(c)(3) of the Internal Revenue Code, certification of entity status if a public agency, or document indicating that the applicant is a qualified religious organization.
- List of current board members.
- Organizational policy or statement of practice about inclusivity or antidiscrimination, if available.

Financial Information

- Organizational budget with projected revenues and expenses.
- Project budget covering proposed activities (not applicable if requesting general operating support).
- Most recent audited financial statement (if available) and a copy of IRS Form 990 tax return.
- Current year's and previous year's income statement showing actual income and budgeted expenses.
- Current year's and previous year's balance sheet showing assets and liabilities.
- List of other sources of funding for proposed activities, noting whether approved, pending, or declined.

If Applying for an Organizational Effectiveness Grant

- Work plan describing what proposed activities will be carried out, by whom, and when.

If Applying for a Program-Related Investment

- Pro forma showing projected revenues and repayment plan covering the duration of the loan.

Please note that the Otto Bremer Foundation does not accept documents submitted on CDs, DVDs, or any other objects that contain electronic media.