

**The Sinai Medical Staff Foundation**  
**Grant Application – Full Proposal**

**Narrative**

*(Please provide the following information in order, using the headings below. Narrative should not exceed five pages).*

**I. Executive Summary:**

- Briefly explain why your agency is requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if the grant is made.
- Identify other strategic or funding partners in the project.

**II. Purpose of Grant:**

- Statement of needs/problem to be addressed; description of target population and how they will benefit.
- Description of project goals, measurable objectives, action plans, and statements as to whether this is a new or ongoing part of the organization.
- Timetable for implementation
- Who are the other service partners in the project and what are their roles?
- Describe the qualifications of the key staff and volunteers that will ensure the success of the program.
- Describe long-term strategies for funding this project at the end of grant period.

**III. Evaluation:**

- Plans for evaluation including how success will be defined and measured.
- Describe the active involvement of constituents in evaluating the program.

**IV. Recognition:**

- Describe how the Sinai Medical Foundation would be recognized if grant is received.

**Provide the Following Attachments:**

**I. Resubmit the “Cover Page” from the “Initial Application” and note any changes.**

**II. List of Board of Directors, Executive Staff**

**III. Financials**

- Program budget
- Organization’s current annual operating budget, including expenses and revenues and the number of staff.
- A copy of the organization’s most recent audited financial statements or IRS Form 990’s

**IV. Major Accomplishments of the organization over the last 3 years**

**V. Any relevant strategic plan and / or marketing materials (if available)**