



## Proposal Submission Guidelines

The Mona Foundation considers proposals that meet its Project Selection Criteria, see [here](#). The guidelines below should serve as a framework for submission of proposals to the Foundation. Additional information in support of the proposal may also be submitted, not to exceed more than 10 pages in total.

**Proposal authors – Who:** Identify who the applicant is

- Organization Name and the year founded, address, telephone, Fax, E-Mail, and website
- Director or contact person and title
- Community or organizational support structure (who supports this project?)

**Organization’s Mission Statement and Structure:** Please include

- Mission Statement
- Names of your board of directors, how the board of directors is selected and by whom, and responsibilities of the board of directors.
- Staff (who will carry out the work)
- How the organization is funded and the organization’s annual budget, and other funding sources
- Previous year’s financial statement (audited if possible)

**Statement of Need – Why?** Identify the need you propose to meet through the objectives of your proposal. History and background information on your project may be included here.

**Objectives – What?** In this section describe what specific goals and objectives you plan to achieve in responding to the need. These objectives should be achievable within the parameters of the grant proposal. Please include how does this project relate to the mission and goals of your organization, and how does this project relate to the mission and goals of Mona Foundation?

**Constituency or target population & demographics - Who?** Identify your target population. Who will be the beneficiary of this project proposal and a brief description of the surrounding community.

**Procedures – How?** What actions will be taken to realize the objectives?

**Time Frame – When?** State the start and completion dates of your proposed project.

**Evaluation Plan – How will you measure** progress towards your objectives? This component also suggests the criteria by which the grant-making agency may assess the outcome of your project.

**Budget – How much?** This section describes the amount of financial support required for achieving your stated goals, or completion of a specific project. The expenditure must be congruent with the objectives of the proposal, and include how and when the funds will be spent to accomplish the objectives.

Good faith estimates are adequate at this stage of application process. When the proposal is accepted, the Foundation will require regular midterm and end of year reports and budgets. Up to 5 supporting documents (Photos, testimonials or letters of support from other organizations) may also be submitted as a part of your proposal.