

## THE FOUNDATION LIBRARY CENTER

### SUGGESTIONS FOR PREPARING

### A PROPOSAL TO A FOUNDATION

Initial inquiry should be made by a letter to the foundation, including a concise summation of the proposal, the estimated cost, and a copy of the organization's tax-exemption letter from the Internal Revenue Service.

If preliminary study indicates that the proposal may fall within the foundation's current field of interest, the foundation may request a formal application, including the following information.

1. Brief summation of the organization, its purpose, date of establishment, board and staff, budget, program, and past accomplishments. Why applicant is better equipped and staffed to achieve desired results than others in its field.
2. The proposal and what it seeks to achieve. Its national or regional impact.
3. Overall financing of the project. Other individuals or organizations supporting this or related proposals. Others whose support has been requested, whose support may be requested, or who have declined to assist.
4. Can evidence be presented that public or private organizations are not already actively pursuing the same, similar, or closely related projects?
5. The expected duration of the project, and of the need for support.
6. The names of informed persons independent of the organization and its leadership, who may be consulted on this project.
7. Any previous contact with this foundation.
8. Copies of last annual report, last audit report, or if none are issued, a statement on income, expenditures, and programs for the past year.