



PREPARING MEETING PROFESSIONALS FOR THE FUTURE

major grants program

guidelines for grant seekers
2008 2009

PROJECT SUBMISSION INFORMATION

PROPOSAL DEADLINES

September 30, 2008

December 31, 2008

March 31, 2009

June 30, 2009

GRANT MAKING TIMETABLE

Grants are awarded sixty days after each application deadline.

PROPOSAL

A funding proposal must include TWO complete packets of all of the following items. Please do not bind or staple any of these materials, or print on two sides. Please use at least a 12-point size font. All proposals must be submitted with a completed Proposal Cover Sheet (provided at the end of this document).

The Proposal Narrative

This section should be no more than eight single-sided pages (in 11 or 12 point font size, please). Include in the narrative:

- If you are submitting on behalf of a **501(c)(3) organization**, a description of the organization, issues it addresses, history, major accomplishments, current programs. Information on leadership, board, staff and volunteers.
- If you are submitting on behalf of an individual, a brief bio with relevant information as to why you are qualified to conduct this project.
- Additional description of the project for which you are seeking funds if necessary. Is it a new project or expansion of an existing project? What are the goals, objectives, strategies and time line? Whom will it serve and how? Do you hope to achieve a systematic or industry change? What are the qualifications of the project leadership?
- Future funding: How will the project be supported in the future? (Please be as specific as possible.)
- Project evaluation plan: Who will be involved? How will the results be used?

Other Required Attachments

- Specific project budget, with income and expenses and a list of other funding sources both committed and pending.

- If for an **Organization**: current operating budget, with income and expenses (or a departmental budget in the case of large institutions) and most recently completed financial statement.
- If for an **Organization**. List of Board of Directors, including employment affiliations. IRS 501(c)(3) federal tax exemption letter.
- If not using your own organization's 501(c)(3) tax exemption, please attach a letter from the agency acting as your fiscal agent confirming their sponsorship of this project.

Optional

One copy of any supplemental material relevant to your request (brochure, press, etc.).

Glossary

Outcome – The intended impact or results a program or project is trying to produce.

Project – A planned undertaking or organized set of services designed to achieve specific outcomes that begins and ends within the grant period. (Note: a successful project may become an ongoing program of the organization.)

Program – An organized set of services designed to achieve specific outcomes for a specified population that will continue beyond the grant period.

General Operating Support – Grant funds to support the ongoing services, mission or goals of an organization.

SEND ALL COMPLETED PACKETS TO:

MPI Foundation Chapter Grant Program
grants@mpiweb.org

QUESTIONS:

Marcia Whitworth
Foundation Manager
MPI Foundation
3030 LBJ Freeway, Suite 1700
Dallas, TX 75234-2759
mwhitworth@mpiweb.org



COVER SHEET

Project Information

Grantseeker Name: _____ Date Submitted: _____

Total Proposed Project/Program Budget (US\$): _____

Amount Requested (US\$): _____ When are funds needed? _____

Program Name: _____

Duration of Project/Program: From: _____ To: _____

Nature of Request: research project operating budget education program
 other, please describe _____

Organization Information

Name & address: _____

Phone: _____ FAX: _____ E-mail: _____

Date of establishment: _____ Dates of fiscal year: _____

Organization's total operating budget for current year (US\$): _____

Chief Staff Officer: _____ Phone: _____

Contact Person/Title: _____ Phone: _____

Does the organization have federal tax exempt status? yes no

If no, please explain: _____

Has this request been authorized by the organization's governing body? yes no

When? _____

Signature: _____ Title: _____

This application must be signed by an officer of the organization's governing body.