FORMAT FOR SUBMITTING A PROPOSAL
ASKING FOR A START-UP GRANT

Please submit no more than 7 pages, plus the budget, as follows:

PAGE ONE - Contact Details [one page]
    Please include:
- Name of applicant
- Branch of the Vincentian Family to which the applicant belongs
- Position in the Organization (e.g., president of local SSVP conference)
- Address
- Telephone
- E-mail
- Name given to the Project (e.g., "Clean Water for Palo Alto")

PAGE TWO – Summary [half page]
    Summary of the proposal

PAGE THREE - Needs analysis [one page]
    Statement of need; why is this project necessary?

PAGE FOUR - Project Plan [one page]
    Project Description; how will the project be implemented?

PAGE FIVE – Finance - [one page summary, plus budget]
- What will the start-up costs be?
- In terms of money and personnel, how will the project continue in the future?
- What other funding sources are there for the project?
- How will the grant, if received, be used?
- Is there a time-line for the use of the money? When will it be needed?
- Please attach the overall budget.

PAGE SIX –

    Evaluation [half page]
    How, when, and by whom will the project be evaluated?

    Governance [half page]
    Please describe the Governing Structure of the project.

PAGE SEVEN - Systemic Change Criteria [one page]
    How does the project meet the criteria given above (under the heading "Criteria for Giving the Start-Up Grants")?