



**Ag For Autism**

## **2019 Grant Proposal Instructions**

In order to apply for a grant from Ag for Autism, please read and follow these instructions carefully. **Deadline for application is May 31, 2019.** Grant requests should be no more than \$10,000. All applications must be submitted to:

**Ag for Autism**  
PO Box 16016  
Jonesboro, Arkansas 72403

In the event that the applicant is awarded a grant, all funds must be used in a manner that is in accordance with the information provided within the organization's original grant proposal. This obligates the grantee to use the grant funds only for the purposes for which the grant was made. The grantee will be subject to a final written report on how the funds were used. **Ag for Autism** has the authority to withhold and/or recover grant funds in case such funds are, or appear to be, misused.



## Ag For Autism

Ag for Autism Grant Proposal

Organization Name:

Project Name/Use of Funds:

Contact Name:

Contact Phone:

### **I. Proposal Summary (Executive Summary)**

The Proposal Summary should be about one paragraph of two to four sentences and should include the amount of funding requested and give the most general description of the use of the funds.

### **II. Organization Description and History**

The Organization Description and History section should be about one page in length and should include the history of the organization, its structure, information about office locations that will be involved in carrying out the activities that will be funded by the requested grant, major accomplishments of the organization, established partnerships and relationships that will be important to carrying out the activities funded by the grant, information about prior grants received from **Ag For Autism**, and an explanation of how the description you provide makes your organization an appropriate grantee.

### **III. Background and Project Description**

The Background and Project Description section, of at least one page in length, should first provide the reader with an explanation of the problem that has created the need for the program that will be funded by the requested grant. It should provide evidence that the problem exists as well as that the proposed project will contribute to a solution to the problem or will reduce the harmful impact of the problem.

The project description should give the reader a detailed description of the program that will be funded by the requested grant. This description should explain the duration of time during which the funds will support the project, the goals of the project, how they will be achieved, how success or failure will be measured, what services you promise to deliver to what population and what results you expect to bring about. The project description may also include information about the staff who will work on the project, their experience and qualifications to perform the activities that will be funded.



## Ag For Autism

### IV. Project Timeline/Budget Timeline

Using your Project Description, provide the reader with a timeline that shows the chronological order in which the activities listed under each goal heading will be undertaken and/or completed. Also include information about how/when funds that are awarded will be spent to support each activity.

Example:

#### Activity #1 (Enroll Participants)

- Start designing enrollment marketing materials on October 1, 2019
- Spend \$X to create enrollment marketing tool by November 1, 2019
- Enrollment goal achieved by March 31, 2020

#### Activity # 2 (Deliver Training Program)

- First training class to commence on December 1, 2019.
- Conduct one four-week training class per month commencing December 1, 2019.
- Spend \$X on incentives for participants by September 30, 2020 (\$X per four-week course)
- X% of enrollment goal complete training class by September 30, 2020.

### V. Budget

Provide the reader with a table with categories of expenditures that will be funded by the requested grant and how much of that funding will come from the grant request.

Example:

<b>Expenditure Category</b> .....	<b>Ag for Autism Request</b>
Equipment .....	\$ 6,000
Contract Labor.....	\$ 3,750
Transportation.....	\$ 250
<b>Total</b> .....	<b>\$ 10,000</b>

### VI. Required Attachments

- Certificate of Incorporation
- Most recent fiscal year financial statements
- Verification of tax-exempt status