Appendix B – Full Proposal (by invitation only)

Submit the completed Full Proposal form and required attachments via email to the Grants Program team at grants@openspace.org.

Applicant Information		
Organization	Mailing address	Tax status
Name and title of applicant	Email	Phone number
Name and title of project manager (If separate from applicant)	Email	Phone number

Proposal Information		
Grantmaking Program priority ☐ Applied Science ☐ Network and Partnership Support ☐ Access, Interpretation, and Education	Funding tier ☐ < $25,000 ☐ $25,001 - $50,000	Requested grant amount
Project title		
1-2 sentence description of project for announcement (e.g., social media, press release, etc.)		

Application Checklist

Instructions: Submit each of the following attachments along with this form. Please use the file name conventions described below.
 	
 1. Full Proposal form (PDF format; filename: "Full Proposal Form")
     o Complete all sections including Project Budget and Other Funding Sources.
 2. Proposal narrative (PDF format; filename: "Narrative")
 3. Project team (PDF format; filename: "Team")
     o Provide brief description of role and bios for key members and identify team lead.
 4. Project location map (PDF format; filename: "Location Map")
     o Provide if applicable.
 5. Financial information
     o Non-profits to submit their most recent IRS Form 990 or internally prepared financial statements (preferably audited)
     o Schools and public agencies to submit recent annual budgets
     o Large institutions to provide department or program budget
     o If the application includes a fiscal sponsor, the financial statements should be for the fiscal sponsor.
 6. Fiscal sponsor documentation (filename: "Fiscal Sponsor")

o   Provide 2 years of audited financial documents and a letter of support from a fiscal sponsor, if applicable. If audited documents are not available, then non-audited financial documents will be accepted.
7.   Faculty sponsor or collaborative partner documentation (filename: "Faculty Sponsor")
o   Provide a letter of support if faculty sponsorship or partner contributions are required.

Proposal Narrative

Instructions: Applicants are encouraged to review the scoring criteria to ensure their responses adequately address each criterion. The proposal narrative should not exceed 3 pages for tier 1 applications and 5 pages for tier 2 applications. Please answer the following questions:

Alignment with Midpen's mission and goals and Grantmaking Program priority
- Describe how this project promotes Midpen's mission and Strategic Plan goals (FY23 Update).
- Describe how this project advances the goals of the applicable Grantmaking Program priority (applied science; network and partnership support; or access, interpretation, and education).

Project Scope
- Describe the proposed project including key tasks, intended outcomes or project deliverables, and project team. Key tasks must align with tasks described in the project budget.
- Provide a project timeline and estimated completion dates for key project deliverables.
- Discuss the status of any permission, permits, or other approvals this project requires.
- Describe the challenges you expect to encounter and how you will address them.

Impact
- Describe the project's anticipated impact.
- Describe how the project employs innovative approaches.
- Describe how the project aligns with the long-term goals of your organization.

Organizational Capacity
- Describe your organization, including the mission and vision, and its ability to successfully implement the project. If applicable, please describe both the fiscal sponsor and sponsored organization.
- Does your organization require support from Midpen to achieve the project as described in this proposal? If so, describe or discuss your support in addition to grant funding (e.g., subject matter expert input, technical data, reporting assistance) needed from Midpen.

Engagement
- Describe how the project reaches underserved communities, broadens the range of organizations served by Midpen, has strong public support and/or was developed with widespread community participation, or involves one or more partner agency or organization beyond Midpen.

Project Budget

Instructions**:** Please list budget task line items that <u>directly relate</u> to the project scope. Review the listed eligible and ineligible costs in the RFP for detail on allowable expenses.

Task #	Budget Task Line-Item Description	Requested Amount	Other Sources (if applicable)	Total Task Amount
TOTAL GRANT REQUEST				

Project Budget Narrative

Instructions: Describe the cost-effectiveness of the project budget and how the budget line items align with project deliverables or intended outcomes. Describe any other sources of funding, including in-kind support. Matching funds are not required. (200-words max)

Please check the following boxes as applicable:

☐ The Project will be entirely funded by a Midpen grant (matching funds not required), or

☐ The Project requires additional funds by other sources beyond a Midpen grant and applicant resources.

Other Funding Sources

Instructions: If the project requires additional funds by other sources beyond a Midpen grant and applicant resources, list all funds that will be used.

Funding Source	Received, Committed, or Pending Review	Amount of Funds
TOTAL OTHER FUNDING		