Northwestern Medicine Community Benefit Program

**Grant Application Checklist**

**Instructions**

· The following items **must be included** with your online application.

· The online application will be **available** **February 1st - 28th at 5pm.**

· We highly recommend completing the Project & Budget Narrative prompts **before you begin the application.** You will not be able to save your work once you begin the application.

· You are **not required to submit this checklist** with your application; it is provided for your reference.

* **Project Narrative** *(all responses have a 200-word limit unless otherwise indicated)*
	+ Organization overview: Provide any relevant information about your organization, including, but not limited to: history, leadership, community served, population service, key tenets, values, initiatives, number of people served annually, etc. *(500-word limit)*
	+ Proposal overview
	+ Proposal goal
	+ Key components
	+ Describe how your proposal will address the selected community need
	+ Population served: Elaborate on who your proposal will serve and the total number of people
	+ Is your proposal evidence based and/or have you previously implemented the programs(s) you are proposing? If yes, share outcomes.
	+ List proposal(s) measurable outcomes (Ex: new knowledge gained, increased skills learned, change in attitudes, modified behavior, improved lifestyle choice, etc.), Evaluation Method (Ex: surveys, pre- and post-tests, changes in health indicators, etc.) and data tracked.
	+ Organization Capacity and Sustainability: Does your organization have the capacity to implement the proposal? How will you sustain the proposal in the future?
	+ List all community partners you are working with on this program, if any.
* **Budget Narrative**
	+ Explain the total budget. Include the portion covered by this proposal as well as the portion not covered by this proposal. Explain additional resources and demonstrate capacity and sustainability.
* **Attach Proposal Budget**
* **List of Board Members**
	+ Include full name, position on board, and business/community affiliation
* **Attach proof of 501(c)3 status**
* **Attach W-9**