



Thank you for your interest in the Sikh Spirit Foundation (SSF). Below are some guidelines to help you organize your grant proposal. These guidelines are intended for submission under the ***Independent Project track***.

Please note that proposals will be evaluated based on the following criteria: depth and breadth of community impact, innovativeness of project, management and demonstration of project execution capabilities, and track record of applicant.

## Cover Letter

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### *Applicant Information*

- Name
- Contact person
- Email address
- Web URL if applicable
- Telephone number
- Mailing address

### *Proposal Information*

- Date of submission
- Project title
- 200-word project summary

## Proposal

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### *Background*

- Mission statement
- Principal accomplishments to date
- Expertise in field of project
- Explanation of project in relation to Foundation's objectives
- Key members involved (include contact information)
- References (please include at least one reference)

### *Project overview*

- Need for project
- Primary communities served by project
- Major goals
- Expected immediate and long-term outcomes
- Information regarding project's current progress (if already underway)
- Proposed budget and timeline for project
- Plans for dissemination
- List of key participants and collaborators (including other organizations)

### *Request*

- Brief description of how allocated funds would be utilized
- Other sources of funding for project (both confirmed and requests in process)
- Total project budget
- Funds requested

### *Evaluation/Assessment*

- Metric for aforementioned goals



Kindly note that upon selection for funding by the Sikh Spirit Foundation, grant recipients will be required to come up with quantifiable metrics by which the project will be measured. Individuals seeking funding in future years will also be asked to outline their performance using the agreed upon metrics.

Please send proposals, letters of inquiry, and all other forms of correspondence via email to [info@sikhspiritfoundation.org](mailto:info@sikhspiritfoundation.org).