



Thank you for your interest in the Sikh Spirit Foundation (SSF). Below you will find the grant writing guidelines intended for submission under the ***Organizational 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.

In addition to proof of 501(c)(3) status, please include the following:

Cover Letter

Applicant Information

- Name
- Contact person and title
- Email address
- Web URL
- Telephone number
- Mailing address

Proposal Information

- Date of submission
- Organizational overview and purpose
- Project title
- 200-word project summary

Proposal

Organization

- Organizational overview and purpose
- Mission statement
- Number of years in operation
- Overall annual operating budget
- Principal accomplishments to date
- Breakdown of staff and resources
- Primary communities served by organization
- Expertise in field of project
- Explanation of project in relation to Foundation's objectives
- Key staff involved (include contact information)
- References



Project overview

- Need for project
- Expected immediate and long-term outcomes
- Major goals
- 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. Organizations 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.