



The Nonprofit Partnership

Format for Capacity-Building Grant Applications *e-marketing Projects* *Due May 15, 2009*

The applicant's proposal narrative should include the following in no more than six single-spaced pages (excluding requested attachments):

Summary – A clear, concise statement about your organization, your request, and your anticipated results.

Background and Introduction – A description of your organization, its accomplishments, and current conditions that establish the context for the request.

Statement of Need - A description of the need for e-marketing capacity-building intervention that the organization is experiencing.

Goals, Objectives, Methods, and Results – This section describes the intent of the intervention, how it will be pursued, and the difference it is expected to make in the life of the organization.

Evaluation – Describe how you will measure and communicate the results of the capacity-building effort.

The e-marketing project provides an e-marketing consultant to conduct a defined project or projects based on your proposal narrative. Costs that may need to be contributed by the organization for supplies, website upgrades, or other technology improvements will be negotiated and included in a project agreement.

Attachments – Provide a list of your current Board of Directors, a copy of your current Board-approved agency budget, and a copy of your most recent audited financial statement.

Please complete with a letter of transmission/cover letter to:

Proposal Review Committee
The Nonprofit Partnership
459 West 6th Street P.O. Box 1698
Erie, PA 16507

Please submit five copies of your completed application and one copy of the requested attachments by 4:00 p.m. on May 15, 2009.

