

## Before You Begin

### Welcome

The North Carolina GlaxoSmithKline Foundation (the Foundation) established the Ribbon Of Hope grant program to have a positive impact on the lives of North Carolina's citizens in each of the state's 100 counties. The Foundation awards grants of \$25,000 to North Carolina community-based nonprofit 501(c)(3) organizations.

Ribbon of Hope grants support activities that advance science, health, and education in local communities across the state of North Carolina. These grants provide organizations with a one-time opportunity to develop a new initiative or to expand and/or enhance an existing project. An organization may not receive more than one Ribbon of Hope grant. The Foundation does not fund core mission support, general operating, indirect or overhead costs, construction or renovation projects, medical assistance or services, or equipment.

Proposed projects should be tightly aligned with the mission of the Ribbon of Hope grant program to advance science, health, and education in local communities across the state of North Carolina, address critical community needs that have been identified through a comprehensive needs assessment; provide clear and concise descriptions of project activities; and demonstrate sustainability after grant funds are expended.

### Eligible Applicants

Established North Carolina community-based nonprofit organizations may apply. Individuals, faith-based organizations, and fraternal organizations are ineligible. Organizations with an open grant from the Foundation (Traditional or Ribbon of Hope grant programs) are not eligible for additional funding. An organization may only receive one Ribbon of Hope grant. Proposals that include several community-based organizations forming a collaborative partnership interested in and supportive of the proposed work are encouraged to apply. The Foundation seeks both geographic and organizational diversity among award recipients.

### Application System Instructions and Helpful Tips

Start your application. Click "Save & Finish Later" at the bottom of the page to save your work. You will return to the Application Window. Select "In Progress Applications" from the drop-down menu on the right. Select your last updated application. Save your work often! After 20 minutes the system will time out, and your work will not be saved! The application works best if you have multiple fields open simultaneously or entering data in multiple fields or moving between tabs. The system does not recognize typing in a single field as activity. Save your work often!

1. Copy and paste as needed into the application.
2. Bullets and other formatting is discouraged in the text blocks. If you need to include a chart please submit as an attachment. Please note paragraph returns are counted in the word count.
3. Download and complete forms prior to submitting application. Forms can be located at this link <http://www.ncgskfoundation.org/apply-ribbon.html>
4. Submit all Letters of Commitment from partner organizations as one attachment.
5. Submit all resumes together as one attachment.
6. Password is case sensitive.
7. Save this URL to access and log into your account at [https://www.GrantRequest.com/SID\\_2260?SA=AM](https://www.GrantRequest.com/SID_2260?SA=AM) to access saved and submitted requests.
8. To prevent the loss of your work in the application, use the "Save & Finish Later" button often. Please note that, after saving your work and being directed to the "My Application Page," there may be a brief delay before you are able to access the most recently updated version of your application.

9. Contact Mathias Smrekar, msmrekar@mcrel.org or 303.632.5590 for grant questions and Dawn Lloyd at Dawn.L.Lloyd@gsk.com or 919.483.9126 for questions about the application software.
10. Add mail@grantapplication.com to your safe senders list to ensure you receive all system communications.

### Organization Information

#### General Information

Organization Name

Street Address

City

State

Zip Code

- Select One -

Phone

Fax Number

NC County

Tax ID

County where your organization is located.

Social Media Identification

Web Address

#### Background Information

Nonprofit Mission Statement

### Contact Information

Organization Primary Contact (Eg: Executive Director, President)

Prefix

First Name

Middle Initial

Last Name

- Select One -

Title

Office Phone

Extension

E-mail

Grant Request Primary Contact (Eg: Grant Writer, Program Director, Project Contact)

Same as Organization Primary Contact

No

Prefix

First Name

Middle Initial

Last Name

- Select One -

Title

Office Phone      Extension

E-mail

### Request Information

#### Grant Request Information

Is this a new initiative or an expansion of an existing project? These grants provide organizations with a one-time opportunity to develop a new initiative or to expand an existing project. The Foundation does not fund core mission support, general operating, indirect or overhead costs, construction or renovation projects, medical assistance or services, or equipment.

Has your organization previously submitted a proposal that was declined for a Ribbon of Hope grant? If yes, please note what has been changed in this resubmission and why the changes were made.

Project Title

#### Project Information

Brief description of the project, target audience, proposed activities, and anticipated outcomes. Limit to one page.  
NOTE: Provide an explanation if your project start date is before the grant award date.

Estimated Project Start Date      Project End Date

#### Request Classification

Please select the classifications that best describe this particular project.

County(ies) in which participants are served.

Age Group

Population Served

Focus Areas Addressed by this Project

#### Detailed Project Description

##### I. Project Need

Provide a comprehensive description of the need for the proposed project. Be sure to include:  
A) A description of the community (e.g., demographics, socioeconomics).

B) A description of the community need this proposal addresses. Cite external sources (e.g., data collected by the lead and/or partner or other organizations, or a community needs assessment, or county-level data) as appropriate. External sources used to describe the need may be included as attachments in a later section of this application.

## II. Project Design

Please provide an in-depth summary of the proposed project activities. Be sure to include:

- A) The specific project goal(s) and objective(s).
- B) An explanation of how proposed project goal(s) and objective(s) relate to the mission of the Ribbon of Hope program.
- C) Information about the individuals who will benefit from the proposed project, including size, description, planned recruitment activities and selection criteria.
- D) A detailed description of the proposed project activities, including the rationale for selecting each activity.
- E) Information about how each activity addresses the identified need(s) and relates to the proposed goal(s) and objective(s).
  1. For new initiatives, describe how this project fills a gap in community services.
  2. For expansion/enhancement projects: Provide evidence of the initiative's success (e.g., increased participation, increased test scores, increased satisfaction). Clearly indicate how grant funds will be used specifically for the expansion and/or enhancement of the existing initiative.
- F) Information about the role and responsibility of key project staff, including those from partner organizations (if applicable).
- G) Information about the resources each partner organization will contribute to the project.
- H) A detailed project timeline.

## III. Project Evaluation

Please provide information about how the proposed project activities will impact the target group. Be sure to include:

- A) How the evaluation component will be executed. Provide a detailed description of each project outcome. What will change in the target group?
- B) A description of how project outcomes align with objectives.
- C) How each outcome will be measured (specify instruments and when and how data will be collected).

## IV. Project Sustainability

Please provide information about how project activities will be sustained after grant funds are expended. Be sure to include:

- A) Information about plans to sustain and/or scale up project activities (e.g., list specific partnerships, potential funding sources).
- B) Information about how project outcomes will be used to inform future work, including organizational policies, strategies, and/or services to the community.

Tell us about some examples of the lead organization's similar work if applicable.

## V. Organizational Capacity

### Background

**Organizational History.** Please provide a brief statement of the lead organization's history.

**Capacity.** Be sure to include:

- A brief capacity statement for the lead organization and partner organization(s).
- Information about how this project relates to the lead organization's past accomplishments/projects.
- A short biography for each key project member, including organizational affiliation.

Tell us how you heard about the Ribbon of Hope Grant program. Tell us about a prior relationship with the Foundation if you have one.

List of lead organization's current projects, by funding source and amount.

#### Attachments

Attachments: Step 1) Choose file button to select the file, Step 2) Select the file, Step 3) Click the Upload button to upload the file. Repeat these steps for each attachment.

#### 1. Proposed Ribbon of Hope Budget

Download the budget form, either as a WORD DOCUMENT or PDF, and save it to your desktop. Complete and save the form, then upload here as an attachment. Complete and save the form, then upload it here as an attachment. (Click the blue line), complete and attach [THIS BUDGET TEMPLATE](#) or the word document at [Word Doc Budget TEMPLATE](#)

#### 2. Proposed project budget narrative attachments

Upload the document or type in the Budget Narrative below.

#### Budget Narrative

Please provide a detailed justification of each line item in the proposed budget, demonstrating that all expenditures are reasonable and necessary to accomplish the proposed project activities. Note: The Foundation does not fund core mission support, general operating expenses, indirect or overhead costs, construction of renovation projects, medical assistance or services, or equipment.

#### 3. Lead organization's statement of financial activity

Download the budget form, either as a WORD DOCUMENT or PDF, and save it to your desktop. Complete and save the form, then upload here as an attachment. [THIS STATEMENT OF FINANCIAL ACTIVITY TEMPLATE](#) or the word document [THIS STATEMENT OF FINANCIAL ACTIVITY TEMPLATE WORD DOCUMENT](#)

#### 4. Copy of lead organization's 501(c)(3) determination letter

Note: Individuals, faith-based, and fraternal organizations are ineligible for Ribbon of Hope funding.

#### 5. Copy of lead organization's most recent financial statement (auditor's report or Form 990)

#### 6. If you are partnering with other organizations you must submit a letter of commitment from each partner organization(s) detailing their commitment and contribution to the proposed project

These must all be saved as one document and uploaded as such.

#### 7. Resumes for key project personnel (including from partner organization[s]) (biographies are not sufficient)

These must all be saved as one document and uploaded as such.

#### 8. Communication plan

Download the budget form, either as a WORD DOCUMENT or PDF, and save it to your desktop. Complete and save the form, then upload here as an attachment. [THIS PROPOSED PROJECT COMMUNICATION PLAN TEMPLATE](#) or the word document [THIS PROPOSED PROJECT COMMUNICATION PLAN TEMPLATE WORD DOCUMENT](#)

Include specific examples of planned activities to advertise the Ribbon of Hope award, activities, and key outcomes in the target community.

## 9. Sample press release to announce the Ribbon of Hope award

## 10. Other letters of support or endorsement, supplemental reports, strategic plans

These must all be saved as one document and uploaded as such.

**Organizations may choose to submit additional documentation that will aid reviewers' understanding of the proposal, such as letters of support or endorsement, needs assessment data or reports, and/or strategic plans.**

## 11. Additional attachments if needed

### Questions?

#### Resources or Additional Information:

- Save this URL to access and log into your account at [https://www.GrantRequest.com/SID\\_2260?SA=AM](https://www.GrantRequest.com/SID_2260?SA=AM) to access saved and submitted requests.
- Add [mail@grantapplication.com](mailto:mail@grantapplication.com) to your safe senders list to ensure you receive all system communications.
- Contact Dawn at [Dawn.L.Lloyd@gsk.com](mailto:Dawn.L.Lloyd@gsk.com) or 919-483-9126 for questions about the application software, and Mathias for grant questions at phone 303-632-5590 or e-mail [msmrekar@mcrel.org](mailto:msmrekar@mcrel.org)

#### Answers to Ribbon of Hope frequently asked questions:

<http://www2.mcrel.org/NCGSKFRibbonOfHope/FAQs.asp>

#### The following websites provide guidance and resources on grant writing:

- Minnesota Council on Foundations - Writing a Successful Grant Proposal:  
<https://www.mcf.org/sites/default/files/files/pages/writingagrantproposal.pdf>
- First Nations Development Institute: Specific, Measurable, Achievable, Realistic and Timely (SMART) objectives:  
[http://www.firstnations.org/sites/default/files/GrantseekerResources/EvaluationTips\\_SMARTGoalsObjectives.pdf](http://www.firstnations.org/sites/default/files/GrantseekerResources/EvaluationTips_SMARTGoalsObjectives.pdf)
- North Carolina Center for Nonprofits:  
<http://www.ncnonprofits.org/learn/training> (grant writing workshops)

#### Information on the North Carolina GlaxoSmithKline Foundation:

- Ribbon of Hope:  
<http://www.ncgskfoundation.org/roh.html>
- Twitter account:  
<http://twitter.com/ncgskfound>