

Grant Proposal Guidelines

Alabama Holocaust Commission

This document lays out the content and formatting requirements when writing a grant proposal for the Alabama Holocaust Commission (AHC) for Holocaust education programs and projects which:

- Educate the community
- Educate educators
- Educate students
- Are Alabama-based
- Benefit the people of Alabama
- Are free and open to the public

This would include helping fund out-of-state speakers coming to Alabama for such programs.

The AHC does not fund fundraisers or out-of-state programming. All fundraising must be handled by the requesting organization. Any programs considered for funding must occur within the state of Alabama.

Elements of a Grant Proposal

Drafts should be submitted to the AHC and will be reviewed by the Commission to determine the needs of the report. Each report should contain the following:

- a budget that also depicts potential funders. A list of organizations and business should be included. Individual sponsors can be a total sum amount with the label “Individuals” on the budget or outline.
- a proposal narrative that includes the goals, purpose, and impact of the proposed event. In this narrative, highlight the importance and potential impact this program will have on attendees. Include the expected number of attendees. Additionally, indicate the percentage of the attendees that will be out-of-state. If this is a recurring event, provide the past averages for attendance and any feedback received from the attendees.

The grant proposal should be comprised of a cover letter, proposal narrative, proposed budget spreadsheet, budget narrative, and any materials that provide insight into the mission of the project/event. It should be submitted in two formats: (1) a single unbound hard copy; and (2) a single searchable PDF of the hard copy. Unless indicated otherwise in these guidelines, proposals that fail to contain any of these elements are not complete and will not be considered for funding until such time as all elements have been submitted.

Proposal Cover Letter

A cover letter on organizational letterhead, signed by the principal sponsor, should accompany the final proposal and match the date of the proposal narrative. It should be addressed to the relevant program officer and include the title and a brief summary of the project, the amount of funding sought, and the names and contact information of any collaborating institutions and individuals.

Proposal Narrative

The proposal must:

1. Be double spaced
2. Have 1" margins
3. Not exceed 5 pages
4. Be in 12 pt. font
5. Have page numbers

The grant proposal must be divided into sections that answer the following questions:

1. What is the program and why is it important? The proposal should start with a discussion of program and the topics that the proposer expects to address. It should go on to discuss why these are important (e.g., fill gaps in the literature/knowledge/data, etc.) and how they are related to the Holocaust and the Alabama Holocaust Commission.
2. Who will be hosting the program and what are their qualifications? Discuss any relevant career or educational qualifications of the speakers and host.
3. What is the justification for the amount of money requested? The proposer should justify the budget request and why it is consistent with program and potential results of the program.
4. What other sources of funding has the proposer received or requested? If funds are being provided or requested from other sources, the proposal should list those sources, amounts, and the current status of funding from each.

While the narratives will vary based on the proposed project, all should provide the following information:

1. a clear and concise summary description of the project, including the rationale for the request, the amount requested, and the length of time needed to complete project activities;
2. the reason for the project, including an explanation of why it is important to the organization, its constituencies, and the field in which it operates, and the extent to which such activities are being addressed by other organizations in the field;
3. a timeline or schedule major activities to be carried out and the division of responsibilities for the different components of the project;
4. a description of expected outcomes and benefits of the project;
5. an account, where appropriate, of how the organization will ensure the longer-term sustainability of project results and/or institutional changes supported by the grant;
6. an account of other sources of financial support for the project;
7. a description of any financial difficulties or deficits the grantee has experienced in the last two years, if applicable;
8. the Commission is committed to diversity and inclusion in all grant-making programs. Please describe how your organization defines and approaches diversity and inclusion, referring to its mission and operations, and please provide one or more examples of challenges and successes the organization has experienced. If the proposed grant is intended to address diversity and inclusion, please help us understand how

Budget Narrative

The budget narrative should describe and justify the cost assumptions for each budget category and line item in the project. This should be formed as a narrative account, a spreadsheet, or a combination which details cost assumptions and breakdowns. The budget narrative should not introduce new features of the project beyond what is presented in the project description. If the proposal requests only partial funding for the grant activities, the budget narrative should include a listing of all other funding sources, the corresponding amounts and percentage of the total budget, and whether the funding is committed or potential. This section should also describe contingency plans if full project funding does not become available.

Budget Spreadsheet

AHC requires that budget spreadsheets include both funds requested from the AHC and any other costs and funds related to the program. Please note the following regarding the spreadsheet:

1. Expenses should be separated by clearly defined major categories—for example, personnel, fringe benefits, travel, meetings, equipment, supplies, contractors and consultants, subgrants, and other major categories appropriate to the project;
2. Major categories should be accompanied by detailed subcategories of anticipated component costs. For instance, the major category for personnel should include subcategory listings of participating staff. Grantees should use their judgment about the appropriate level of detail when completing the budget spreadsheet and may consult with Commission staff for guidance;
3. If the proposed project timeframe is for more than one year, the budget for each reporting period should be listed in a separate dated column, with the period covered by the report clearly shown. There should be no gaps between budget periods; and
4. Proposals for collaborative projects should include a consolidated budget, showing separate entries for each participating institution.

If the proposal is accepted, annual reporting must follow the same expense categories set forth in the proposal for easy line-to-line comparisons.

Submission and Selection

All proposals must be submitted to the AHC one month prior to the quarterly meeting. Requests are reviewed and selected quarterly. The program must occur one year within the date of the award but not before 30 days after the award is given. All projects should seek to promote a moral and ethical response to prejudice, hatred, and indifference for the benefit of all humanity. Based on the number of requests and the amount of funds available, the AHC may not be able to fund the entire project. If selected as a recipient, you must report on the results of the program and show how the grant was utilized.

Final reporting should include:

1. Evaluations
2. Demographic data of attendees
3. Numbers of attendees
4. Final budgets
5. Project changes