

CHARLES H. REVSON FOUNDATION  
PROPOSAL GUIDELINES FOR BOARD-APPROVED ISRAEL GRANT

***All proposals must include the following information and be submitted via email:***

Narrative Proposal Guidelines

1. Grant amount requested
2. Concise summary of request (*one sentence*)
3. Brief history of organization: founding date, mission statement, noteworthy recent accomplishments
4. Full description of project: context, implementation plan/timeline, projected impacts/outcomes, method of evaluation (qualitative and/or quantitative)

Required Attachments

5. List of grantee's board of directors
6. Names, titles, and brief biographies of project leaders and principal staff
7. Grantee's organizational/departmental budget
  - Current year's itemized operating budget listing incomes and expenditures, plus previous year's actual budget and forthcoming year's projected budget
8. Project budget for the year(s) of grant period, with line items for:
  - Expenses: including salaries and benefits, overhead, and fundraising costs.
  - Income: such as corporate, foundation, small donors, membership, or government (if applicable)
  - If the project is ongoing, please include the budget for the immediate past year's activities
9. List of funders of grantee/project (whichever relevant) for previous, current, and forthcoming fiscal year
  - Please distinguish among funding: confirmed and received to date, committed but pending, and solicited but not yet committed
10. Most recent audited financial statements of **GRANTEE**
  - The "Grantee" is the Israeli organization formally designated to receive the grant
  - If the independent auditor's letter was signed and dated more than 12 months ago, please include a short explanation and the expected date of next audit
11. Most recent audited financial statements of **PAYEE**
  - The "Payee" is the American 501(c)(3) organization acting as the fiscal pass-through for the Israeli grantee
  - If the independent auditor's letter was signed and dated more than 12 months ago, please include a short explanation and the expected date of next audit
12. Copy of payee's IRS letter of determination indicating 501(c)(3) or similar tax-exempt status
13. Copy of organization's written policy and procedures for a respectful, anti-harassment workplace
14. Optional: include any print or online coverage that reflects grantee's mission and success