

CHARLES H. REVSON FOUNDATION  
PROPOSAL GUIDELINES FOR DISCRETIONARY USA GRANT

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

Narrative Proposal (3 Pages Maximum)

1. Brief mission statement of organization
2. Brief history of organization/project, founding date, noteworthy recent accomplishments
3. Concise summary of request
4. Full description of project: context, implementation plan/timeline, projected impacts/outcomes
5. Proposed method by which the impact (qualitative or quantitative) will be measured

Contact and Payment Information

6. Grant contact person:
  - Name, e-mail address, and phone number of staff point person
7. Payment info:
  - Name of individual and mailing address (*cannot be a P.O. Box*) to which the grant agreement and check should be sent
  - How exactly should the organization's name appear on the check? *Must be under 40 characters*

Required Attachments

8. Organizational/departmental budget
  - Current year's itemized operating budget listing incomes and expenditures
9. 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, donors, membership, or government (if applicable)
  - If the project is ongoing, please include the budget for the immediate past year's activities
10. Most recent audited financial statements
  - 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. Copy of IRS letter of determination indicating 501(c)(3) or similar tax-exempt status
12. Copy of organization's written policy and procedures for a respectful, anti-harassment workplace
13. Optional: include any print or online coverage that reflects your organization's mission and success