

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

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

Narrative Proposal Guidelines

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. List of organization's board of directors
9. Names, titles, and brief biographies of project leaders and principal staff
10. 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.
11. 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
12. List of funders of organization/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
13. 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
14. Copy of IRS letter of determination indicating 501(c)(3) or similar tax-exempt status
15. Copy of organization's written policy and procedures for a respectful, anti-harassment workplace
16. Optional: include any print or online coverage that reflects your organization's mission and success