

**Application Guidelines**

All proposals must be submitted by email to [proposals@ploughshares.org](mailto:proposals@ploughshares.org). Please include the following information in your application:

**1) Summary Page (1-page limit)**

- Organization name, address, telephone number and website address
- Name, address and email address (if available) of contact person
- Contact person, address and telephone number of fiscal sponsor, if applicable
- Project title
- Amount requested
- Total project and organization budgets
- Summary: objective of project; key strategies and brief description of organization

**2) Full Proposal (9-page limit)**

**Proposals should be clear and concise and contain the following information:**

- The Problem
- The Strategy: What are your expected outcomes and related activities (for each outcome follow with list of related activities).
- Evaluation: what are the benchmarks by which you will judge the project’s success?
- Complete the following feedback chart to describe your project.

	<b>Indicator</b>	<b>Baseline</b>	<b>Target</b>	<b>Result</b>
<i>What are your plans and their intended impact?</i>	<i>What will you measure?</i>	<i>What is the status quo?</i>	<i>Where do you hope it will be at the end of the grant? (Or whatever timeline is appropriate)</i>	<i>What actually happened? (To fill out in a future report; leave blank during proposal)</i>
<i>Outcomes</i>				
<i>Activities</i>				

**3) Organizational Capacity (3-page limit)**

- Description of organization
- List of Board of Directors
- List of key staff and their qualifications
- Names and contact information of three references
- Information and/or documentation of current or past accomplishments. (It is unnecessary to include large amounts of material; just a few relevant examples will suffice.)

**4) Financial Information (4-page limit)**

- Complete budgets for the project and the organization
- IRS letter of determination indicating the tax status of the organization

- Fiscal sponsor's IRS letter of determination and a letter from the fiscal sponsor agreeing to act in that role (if applicable)
- Other sources of funding and potential funding
- List of current funders
- To what other organizations have you applied or will you apply for support?

*We recognize that supporting material such as IRS letters of determination, published articles, etc. may be difficult to submit digitally. Please note that any additional materials you send must be received within five days of the deadline.*

**5) Attachments, if applicable (3-page limit)**

- Published articles
- Press clippings

**NOTE: Proposals exceeding these limits (a total of 20 pages) will not be considered.**

**If you are applying to renew a current grant from the Ploughshares Fund, you must include a report (no longer than three pages) on the current status of the grant. This interim report is NOT a substitute for the final report required in the original grant agreement and will not count against the 20-page limit.**