



Patrina Foundation  
Grant Proposal  
(Covid-19 Edition)

The Patrina Foundation supports girls' and women's organizations in the greater New York City area.

**The following information is required for all grant proposals. Incomplete proposals will not be considered.**

Please register and login into your account and upload the following information in PDF format. If you do not have an account or cannot login, please email the proposal by January 6, 2021 to: Kara D'Angelo, Executive Director [karadangelo@patrinafoundation.org](mailto:karadangelo@patrinafoundation.org). Call 914-886-5390 or email with questions.

Please provide the following information:

**\*COVER SHEET ON LETTERHEAD (SEPARATE SHEET)\***

Date of Application

Name of organization (exact legal name)

Purpose of the grant

Amount of the grant and duration

Address

Executive Director

Contact person (if other than Executive Director)

Telephone

Email addresses

Website

Total Organization budget and dates covered

Total project budget and dates covered

## **GRANT PROPOSAL**

**This should be 3–5 pages.**

### I. Executive Summary (Separate sheet)

Please summarize the purpose of the request for funding. Briefly explain why your organization is requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if the grant is made. Please include how your organization has had to adapt providing services during the pandemic and any unanticipated costs associated with these changes. This should be on a separate page, included within the 3 – 5 pages.

### II. Narrative

#### A. Background

- a. Brief description of mission and history (1 short paragraph)
- b. Need your organization addresses and how it differs from others that are similar (1 short paragraph)

- B. Funding Request
  - a. Describe why you seek funding
    - i. Primary purpose of program and need addressed (and any pandemic-related aspects)
    - ii. Population served
    - iii. Strategies employed to implement program within the pandemic
    - iv. Staff
    - v. How project contributes to overall mission of organization
- C. Program/Project Budget for funded year (and prior if existing program), including other funding sources
- D. Evaluation  
How is the program evaluated?
- E. Budgets (separate sheet)  
Aligned side by side, organization's operating income and expense budgets for the current and most recent fiscal year.

Please do not repeat information. If you answered the question or provided the information once (except in the executive summary), there is no need to do so again in a later paragraph.

#### Attachments

- A. Most recent fiscal year end statements, audited if possible.
- B. List of board of directors and their affiliations
- C. 501(c)(3) letter from IRS
- D. No more than three examples of articles, newsletter, evaluations regarding your organization.