

## Housing Fund of Central Alabama Grantsmanship Proposal Checklist

Please be sure to include the following information in your submitted proposal to the Housing Fund of Central Alabama:

➤ **Contact information**

- ✓ Executive Director
- ✓ Physical Address
- ✓ Mailing Address (if different)
- ✓ Telephone Number
- ✓ Fax Number
- ✓ E-mail Address
- ✓ Website Address

➤ **Mission**

- ✓ Purpose
- ✓ Goals
- ✓ How the organization was established
- ✓ History of the organization
- ✓ Accomplishments
- ✓ Leadership
- ✓ Geographic region served

➤ **Purpose of the grant**

- ✓ Amount of grant request
- ✓ Proposed grant money allocations
- ✓ Additional sources of income
- ✓ Expected outcomes (short-term, intermediate, long-term)
- ✓ Plan to accomplish outcomes
- ✓ Future anticipated resources
- ✓ Job descriptions and resumes
- ✓ Current salaries and ranges
- ✓ If requesting additional staff, benefits of additions to reach overall mission
- ✓ If requesting technical assistance, benefits of assistance

➤ **Budget**

➤ **Financials**

➤ **Staff**

- ✓ Organizational chart
- ✓ Current staff experience and job responsibilities

➤ **Board of Directors**

➤ **Board-ratified 12-month business plan**

- **Certificate of Existence**
- **501 ( c ) (3) designation**
- **Articles of Incorporation**
- **Bylaws**

**Inquiries and proposals should be directed to:**

**Lois Chenier, Grants Officer  
Housing Fund of Central Alabama  
1731 First Avenue North  
Suite 120  
Birmingham, Alabama 35203  
  
205.323.9888**