

**Cooperative Development Foundation
MSC Fund – Proposal Narrative**

1. Organization Name:

2. Organization’s Mission and Goals: (please describe in 10 lines or less)

3. Project Title:

New Project or Program Ongoing Project or Program

4. Project Need: Please describe the need your project will address, including how you identified this need.
(Use no more than 25 lines)

4. Proposed Project. Please describe the project and its objectives, including how the project relates to the need you described above. (Use no more than 30 lines).

5. Please indicate how this project relates to your organization's mission and goals. (Use no more than 10 lines)

6. Project Activities and Timeline: Please identify the specific activities you will implement and indicate when they will be initiated and completed. (Use no more than 25 lines, being sure to number each activity)

Activity	Initiated	Completed

5. Project Staffing: Please identify the primary staff involved in this project. Include title and project role.

Person	Title	Project Role

6. Project Results: Describe the results you anticipate achieving in this project

(a) Outputs (Example: Number of people served) Please number if more than one output is expected.

(b) Deliverables (Example: Brochures, training materials) Please number if more than one.

(c) Outcomes (e.g. how these results helped your organization achieve its strategic goals, values or mission)

7. Evaluation: Please describe how you will evaluate these results.		
(a) Outputs	(b) Deliverables	(c) Outcomes
8. Qualifications: Please describe the qualifications of your organization to implement this project. Use no more than 15 lines.		
9. Collaborating Partners. Please identify any other organizations that will collaborate on this project and describe the role they will play.		
Partner	Project Role	
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10. Sustainability: If this project is an ongoing effort, please describe how you will sustain it after CDF/MSC Fund support ends. Use no more than 15 lines.

PROJECT ENDORSEMENT

By signing this application, I certify that I endorse this project and agree that if the organization receives the funding requested, it will assume full responsibility for proper fiscal management of and accounting for all grant funds received, and for submitting all progress reports, including financial reports, that may be required by the grant contract.

Authorizing Signature (CEO or CAO)_____

Title_____ Date_____

Please type signature name & title_____

Please include the following documents in your application and indicate how they were submitted:

- Budget Worksheet Electronic Submission Mail Submission
- Current Year Operating Budget Electronic Submission Mail Submission
- IRS Determination Letter (or fiscal agent's Determination Letter) Electronic Submission Mail Submission
- Board of Directors List, including addresses, phone numbers, and terms Electronic Submission Mail Submission
- Audited Financial Statements (or fiscal agent's audited statement) Electronic Submission Mail Submission
- Most recent IRS 990 Electronic Submission Mail Submission

Applications and/or supporting documentation submitted via e-mail should be sent to mscfund.coop

Applications and/or supporting documentation submitted by mail or other courier should be addressed to:

MSC Fund
1401 New York Avenue, Suite 1100
Washington DC 20005

All application materials and supporting documents must be received no later than 5 p.m. July 27, 2007 to be considered for funding.