

Armenian Youth Foundation

Grant Request Guidelines

A. Cover Letter

A one-page summary should be provided with your project request stating:

1. Purpose of the project
2. Funds requested
3. Requesting organization
4. Contact person with address and telephone number

B. Formal Proposal

Your proposal should include the following points:

1. **General Overview:** Provide background information, description of the specific need, and its potential benefit to Armenian youth in America.
2. **Objective of the Project:** The purpose or objective of the project needs to be carefully stated. As many of the following items as possible should be covered to assure completeness of the request.
 - a. Describe how the goals are to be achieved
 - b. Include methods and techniques to be employed
 - c. If capital improvement or purchase of equipment is involved, provide necessary technical information, e.g. quotes, bids, etc.
 - d. If funding is required for an ongoing project, describe the status of the project to date
3. **Funding**
 - a. Total funds needed
 - b. A complete budget should be detailed projecting the overall expenses of the program. Include the following:
 - i. Maintenance
 - ii. Installation
 - iii. Supplies
 - iv. Insurance
 - c. Identify other sources of funds for the project including:
 - i. Name of organization
 - ii. Amount requested
 - iii. Date submitted
 - iv. Status
 - d. Identify date required for funding
4. **Schedule:** Provide a complete schedule (with milestones) that you have established to achieve your goal.
5. **Management:** Identify the responsible person who will play a key role. Qualifications of that person and the management procedures or techniques to be used to monitor the project and evaluate its results are necessary.
6. **Recognition of Armenian Youth Foundation:** Identify how you intend to provide appropriate recognition to the Armenian Youth Foundation on your project.

Grant requests can be submitted via postal mail or email:

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Watertown, MA 02472-4416
grant-request@armenianyouthfoundation.org