

LICF PROPOSAL TIPS



1. Review LICF proposal guidelines prior to writing the proposal. Follow the directions, be conscious of deadlines.
2. Do not resubmit forms from previous years before checking the website for updated forms.
3. Use local, current data to describe the problem.
4. Does your organization reflect the target audience in staff? Leadership?
5. Demonstrate how the proposed project addresses the problem statement described.
6. It is helpful to understand the landscape in which you are working – are other organizations doing this work? What is your niche? Do you network with other organizations addressing the issue?
7. Proposed project should align with the goals of the issue area under which you are applying.

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8. The budget expenses should align with the proposed activities. If you include items on the budget that require explanation not found in the narrative, please attach a budget narrative.
9. The income and expense budgets should align.
10. Ensure the proposal submission reflects all final edits.
11. Don't assume the reader knows your issue. Limit sector/issue-specific jargon. Avoid abbreviations. Explain trends.
12. Letters of support are helpful when your project relies on another partner.
13. Your community foundation can be helpful in ways other than funding – don't hesitate to contact us.

CONTACT US



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For more information specific to LICF grantmaking in the **Arts, Environmental, Health, Hunger, Mental Health, Technical Assistance** contact **Melissa Greenberger**, mgreenberger@nyct-cfi.org 631-991-8800 ext. 222.

For more information specific to LICF grantmaking in **Community Development, Education, Youth Development** contact **Sol Marie Alfonso-Jones**, sjones@nyct-cfi.org 631-991-8800 ext. 232.