



Michael & Susan Dell Foundation Online Grant Proposal – Grant Planning Worksheet
Updated Feb 7, 2008

Thank you for your interest in the Michael & Susan Dell Foundation. Making a grant request consists of the following steps:

- You must meet basic **Eligibility Requirements** for funding. You can determine if your organization and project meet our basic eligibility requirements online at www.msdf.org/apply/eligibility/.
- You must submit an **Online Grant Proposal** via our website. All unsolicited proposals must be received online via our website.
- You must complete a **Grant Application** at the request of Michael & Susan Dell Foundation staff. After submitting an Online Grant Proposal, it will be reviewed by Michael & Susan Dell Foundation staff. Should your project align with Foundation programs, we will contact you to complete a Grant Application.

Please take the time to become familiar with our Foundation Priorities before initiating this process. You may refer to our Programs, Master Grant List, and Frequently Asked Questions on our website for detail on the types of grants we fund.

This worksheet is provided to you so you can collect the information required for your grant request prior to starting your Online Grant Proposal. **You are encouraged to determine whether your organization and project is eligible to submit an unsolicited proposal BEFORE you complete this Grant Planning Worksheet.** You may determine your eligibility to submit an unsolicited proposal by answering the brief Eligibility Requirements questions at the start of the online proposal process. To determine your eligibility or to begin the online grant proposal, go to www.msdf.org/apply/eligibility/.

Eligibility Requirements

To determine whether your organization or project is eligible to submit an unsolicited proposal, you will be asked to provide the following information.

US Federal Taxpayer Identification Number (TIN):

Your organization's US Federal Tax Payer ID number – OPTIONAL

Organization Type:

The type or category that best describes your organization

Geographic Area Served:

The geographic area that best describes the location of the population your request targets

Focus Area:

The focus area that best describes your request

Population/Age Served:

The characteristics of the population of your request

Type of Support:

Type of funding requested (operation support, project support, etc.)

We only accept unsolicited proposals from organizations for projects that meet our basic requirements for funding. You may determine your eligibility to submit an unsolicited proposal online at www.msdf.org/apply/eligibility



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Online Grant Proposal

If your organization and project meet the Eligibility Requirements, you will be prompted to complete our Online Grant Proposal. You must submit your Online Grant Proposal via our website. You are encouraged to prepare your answers after determining that you meet our Eligibility Requirements, but before you begin your Online Grant Proposal. This Grant Planning Worksheet is provided to you as a tool to assist in preparing your Online Grant Proposal. The information found on our Online Grant Proposal is composed in three sections: Organization Information, Request Information, and Contact Information.

Note, all unsolicited requests must be submitted online via our website. You will not be permitted to return this form.

Organization Information

Please provide the following information about your organization

Organization Name:

Mailing Address:

Phone Number:

Fax Number:

Website Address:

Affiliate Organization Information:

Please indicate if your organization is an affiliate of another organization; include the name of that organization

Director Name:

Your organization's executive director

Operating Expenses and Year :

The operating expenses for your organization and the year for which this number is reported

Revenue and Year :

The incoming revenue for your organization and the year for which this is reported

What is your organizations primary tax-exempt purpose?

Describe the charitable purpose for your organization. Please limit your answer to 500 characters (about 100 words). You will not be asked this question if your Tax Payer ID number is found in the IRS database of Taxpayer ID numbers for non-profit organizations.

Additional Organization Information

Provide any additional information regarding your organization you would like us to consider when reviewing your request. Please limit your answer to 1,500 characters (about 300 words). OPTIONAL.



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Request Information

Please provide the following information regarding this specific request or project. All fields are required.

Project Title:

A short description or title for your project or request

Funding Requested:

The amount of funding you are requesting from MSDF

Project Budget:

The overall budget or cost for the project associated with this request, including the amount requested from MSDF

Number of Children Served:

The number of children you hope to reach through your project

Problem Statement

Define the problem or issue you are working to address. This should primarily be data or numeric evidence documenting the problem in your geographic area and target population. Please limit your summary to 500 characters (about 100 words).

Project Description

Provide a summary of your grant request and the overall project this grant will be funding. Include how the project addresses the above Problem Statement. Please limit your summary to 1500 characters (about 300 words).

Request Summary

Provide a brief description of how the funding requested will be used. Be specific about what the solicited MSDF grant will fund. Also include a summary of the overall project finances. Please limit your summary to 500 characters (about 100 words).

Success Factors

Summarize the goals of your program and how you will measure the program's success. This should primarily be data, numeric evidence and metrics directly related to the above Problem Statement. Please limit your summary to 500 characters (about 100 words).



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Contact Information

Please provide the following information for the person whom we should contact about this request.

Contact Name:	<input type="text"/>
Contact Title:	<input type="text"/>
Mailing Address: <small><i>Indicate if the same as the organization address</i></small>	<input type="text"/>
Phone:	<input type="text"/>
Email:	<input type="text"/>
Fax:	<input type="text"/>

After completing the Online Grant Proposal via our website, you will receive a confirmation email. Michael & Susan Dell Foundation staff will review your request and respond within six weeks. If it is determined that the proposed project is aligned with the mission of the Foundation, you will be contacted to submit a complete Grant Application for funding.

Again, the above information must be submitted online via our website. You will not be permitted to return this Grant Planning Worksheet. You may start your Online Grant Proposal at www.msdf.org/apply/eligibility/.