

# 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.

Proposals should be sent to:

Armenian Youth Foundation, Inc.

P.O. Box 701

Watertown, MA 02472-4416

or email your request to [grantrequest@armenianyouthfoundation.org](mailto:grantrequest@armenianyouthfoundation.org)