

SUBMISSION NOTE

Two (2) files should be uploaded to the Limited Submissions Application form – (1) a PDF file with Biosketch(es) or CV(s) of all key project personnel, and (2) a combined PDF file with items 1-10, as they are outlined below.

FORMATTING INSTRUCTIONS

- 12 pt., Times New Roman font (TNR)
- 1" margins all around

INTERNAL PROPOSAL INSTRUCTIONS/OUTLINE

1. Primary Focus Area

Note which of the following focus areas best fits your project:

- Arts & Culture
- Education
- Environment, Recreation & Preservation
- Family
- Health & Wellness

2. Problem or Need Project Will Address (*no > 2,500 characters*)

Describe the problem or need in our Service Area that your project will address.

NOTE: This is not the same as the description of the population to be served by your project, nor is this the place to describe your project. Focus on describing why your project is necessary.

3. Why You? Why this Project? (*no > 1,500 characters*)

Are there other nonprofit organizations in our Service Area that currently address the need you describe above? If so, how will your project services or approach be different from what is already being done?

4. Project Description (*no > 2,500 characters*)

Describe the project for which funding is requested and its primary purpose. Briefly describe how the funds will be used.

5. Population to be Served (*no > 1,200 characters*)

Describe the population to be served by this project. Please include information such as age, gender, ethnicity, geographic areas within our Service Area, income and/or poverty level.

6. New or Existing Project (*no > 2,000 characters*)

- If this is a New Project for UTSA:
 - What is the basis for expecting that this project will succeed? (Anecdotal information? Evidence-based practices? Literature review? Other?)
- If this is an Expansion of an Existing Project for UTSA:
 - What are past indicators of success?
 - What have been challenges to achieving success?
 - Any recent enhancements?

7. Project Sustainability (*no > 600 characters*)

Describe your plans for sustaining this project past the 2-year project

8. Collaboration with Other Organizations (*no > 1,200 characters*)

If applicable, note which organization(s) you are collaborating with and what their role(s) is/are in the project.

9. Project Intended Outcomes & Evaluation Plan (*no > 1,500 characters*)

Describe the potential impact this project will have in our Service Area. Make note of any metrics or measurement tools you will use to assess the extent to which you achieve your intended outcomes. Please address both short-term results of your project as well as longer-term impact on those served and our community. *NOTE: If the project does not produce lasting change in the lives of those served, discuss other ways the project is highly positively impacting our community.*

10. Project Budget (*no > 1,500 characters*)

Note the total amount of funding required for your project. ImpactSA will fund up to \$100,000 per project. If your project budget exceeds this amount, please make note of how you will raise or obtain the additional funds required.