# Northwestern Medicine Community Benefit Program

This document is for your reference. You do not need to submit it with your application.

- The application will be available online from **February 1 to February 28** at midnight
- We recommend that you complete the Project & Budget Narrative prompts before you begin the application. You will not be able to save your work once you begin the application.

## Include the following items with your online application.

- **Project narrative:** All responses have a 200-word limit unless otherwise indicated.
  - Organization mission (500-word limit)
  - Specific purpose for the funds requested (250-word limit)
  - Proposal goal
  - Key components
  - Describe how your proposal will address the selected community need
  - Explain how the requested funding will benefit the people you serve
  - Estimate how many people will be served by the proposal
  - Have you previously implemented the proposed programs(s)? If yes, share outcomes.
  - List proposal(s) measurable outcomes, how you will evaluate it and how you will track data.
  - Share organization capacity and sustainability:
    - Does your organization have the capacity to implement the proposal?
    - How will you sustain the proposal in the future?
  - List any community partners you are working with on this program
- **Budget narrative:** Explain the total budget, including portions covered and not covered by this proposal. Explain other resources and demonstrate capacity and sustainability.
- **Proposal budget**
- **List of board members:** Include full names, board positions and business/community affiliation.
- **501(c)3 tax designation letter**
- **W-9**