**Guide to stronger Innovation and Impact Grant Applications**

*Guide authored by Nonprofit Network. Feel free to direct questions and comments to them.*

1. Please understand that some proposals will be excellent ideas for your organization, but not fully aligned with the intent of this specific grant program. Other services from the foundation may better support your efforts.
2. Thoroughly read the posted description and intent of the Innovation and Impact Grant Program on the [Cook Family Foundation](http://www.cookfamilyfoundation.org/capacity-building/innovation-impact-grants/) website to become very clear on the Foundation’s intent with this program.
3. Take the title of this new program seriously. Proposals that are more innovative and proposals that are more impactful will be more in alignment with intent of this effort by the foundation.
4. Visionary proposals requiring longer periods of time for development or efforts that may be multi-phased will be accepted, and perhaps preferred. We want to know about your ideas on making an impact.
5. Meet with or call the Nonprofit Network to ask questions, brainstorm ideas and enhance elements of your proposal. Tom Williams’s cell is 810-922-2693 or [tom@nonprofNetwork.org](mailto:tom@nonprofNetwork.org) Use this resource prior to submission for feedback.
6. Type your proposal onto the electronic version of the Innovation and Impact Grant Application form available from the Cook Family Foundation. Save all entries as you type.
7. Please put your organization’s name in the filename being submitted to assist us in distinguishing your submission from those of your colleagues.
8. The form expands as you type. Please restrict your final version to no more than four (4) pages in total. This will require you to be judicious in your word choices.
9. Clear and concise writing that avoids generalities is preferred. Demonstrate initiative.
10. Please extend courtesies to the reviewers by avoiding crammed formatting, run-on paragraphs and small font type in efforts to supply more words. Focus on clarity of thoughts over volume of words. Please select a readable font of 11 point or larger in size.
11. Typed in “signatures” are valid if the person has read the proposal and granted permission.
12. Submit your final electronic version as a file attachment to an email addressed to both: [tom@cookfamilyfoundation.org](mailto:tom@cookfamilyfoundation.org) and [yvette@cookfamilyfoundation.org](mailto:yvette@cookfamilyfoundation.org)
13. After your submitted proposal is reviewed, you will receive one of three possible responses:
14. The proposal as written has been approved.
15. The proposal as written is not in alignment with the Foundation’s efforts at this time and we respectfully decline supporting it at this time.
16. The proposal as written is a concept we desire additional information about.
17. **Please respect the due date for submissions as noon on Monday April 3, 2017**