

Grant Application Instructions

To apply for a Boston Scientific Foundation grant, please submit two (2) copies of the following materials:

- Completed Grant Application Cover Form
- Written narrative of not more than five double-spaced pages, describing the applicant organization and the program or initiative for which you seek support. Outlined below are some suggested areas to address.
- Copy of the IRS letter documenting the organization's 501(c)(3) tax-exempt status.
- The organization's most recent annual financial report and audit statement.
- The organization's general operating budget which details revenue sources as well as expenses. Provided below is a guide to preparing a detailed operating budget. A detailed budget for the program/project for which you are requesting support.
- List of the organization's Board of Directors and President.
- Copies of any brochures, news clippings, leaflets, or other materials that will help Boston Scientific Foundation better understand your organization and the initiative for which funding is requested.

SUGGESTED AREAS TO ADDRESS IN WRITTEN NARRATIVE:

Organization's Profile

- Brief summary of your organization's mission and values, history, current goals, geographic area, target population or community served, and programs and services.
- What are the organization's most significant recent achievements?
- What are the most significant and innovative solutions that your organization has recently implemented to solve a complex problem? How have you measured the impact of this effort?

Proposal for Boston Scientific Foundation Support

- How do you propose to use the requested support from Boston Scientific Foundation? Include goals, objectives, program design, implementation plans, a timeline, and a detailed budget for the project.
- What is the rationale for the proposed initiative/approach? How does it build on results or lessons learned from the other similar efforts and /or relevant research?
- How does the proposed initiative relate to Boston Scientific Foundations strategic focus of health and education, as described in Boston Scientific Foundation Guidelines?
- How do you propose to evaluate the proposed initiative? What are the potential outcomes, and how will they be measured?
- How would Boston Scientific Foundation support make a meaningful long-term difference to the initiative?
- Do you have ideas for how Boston Scientific employees might get involved in the proposed effort as volunteers? Are there ways in which the human and technical resources of Boston Scientific can help you to achieve your goals and objectives? If so, please describe.

A Detailed Operating Budget Should Include: (not more than 2 pages)

- Time period budget covers
- Revenue: Provide a line item revenue for all relevant categories, e.g., Grants & Contracts; local government, state government, federal government, foundations, corporations, United Way (and other federated campaigns), individuals and events, publications and products, membership income, fees.
- Provide a line item expense budget. Typical categories might include: salaries, payroll taxes, fringe benefits, consultants and professional fees, insurance, travel/transportation, equipment, supplies, printing and copying, telephone and fax, postage and delivery, rent, utilities, maintenance, evaluation, staff development and training, child care, administrative overhead.
- In-Kind Support.