**Opportunities Fund 2024**

**Full Application Requirements**

PART A: General Information – maximum ½ page

Lead Organization:
Project Partners (if applicable):

Primary Contact Name and Position:

Mailing Address:
Telephone:
Email:
Website:
Charitable Registration Number:

PART B: Project Summary – maximum ½ page

Project Title:
Amount Requested (show the request for each year if a multi-year request):
Project Duration:

Please provide a summary of the proposed work (maximum 150 words):

PART C: Project Details – maximum 10 pages

Please address the following points in your full application, using no smaller than 11-point type and 1.5 line spacing.

1. Organizational Overview: Provide a brief summary about the organization(s), history of its work, and why you are well-positioned and motivated to lead this project. Explain why this work is important to your organization, sector, and community.
2. Project Overview: Please describe your proposed project including the issue or opportunity you seek to address, what you aim to achieve, and why it is important. Share how it is aligned to the Opportunities Fund’s strategic focus areas. How does this project contribute to the current policy landscape and complement existing leadership in this area?
3. Project Strategy and Workplan: Please tell us your project goal(s) and describe your strategy to achieve them. What potential challenges do you foresee and how will you address these? Outline any research, experience, or underlying rationale that has informed your strategy. How does your project contribute to and advance equity? Describe the key activities that will be undertaken, and the anticipated deliverables and timeline.
4. Collaboration and Leadership: Please describe what organizations, partnerships, and/or networks will support the implementation of this project and what their work will entail. How is this project informed by the ideas, experiences, and leadership of low-income people? Please provide short bios of the key project leads (staff and/or consultants).
5. Project Evaluation and Learning: What does success look like at the completion of this project? How will you be assessing progress during the project and what metrics will you use to inform your strategy? What are you hoping to learn through this project and how will you share your outcomes and learning with others?

PART D: Budget

Complete the project budget template found at <https://metcalffoundation.com/downloads>. Please identify whether other funding is pending or confirmed, and make sure that budget items correlate with your strategy and workplan.

PART E: Additional Information

In addition to the above parts, please provide the following materials.

* The organization(s) most recent audited financial statements (if the organization does not have audited statements, include the organization’s current budget with revenues and expenses).
* The organization’s most recent annual report.
* A list of current board members.
* Letters of support from partners identified in the proposal.

Applications are to be submitted in **electronic form only**. Please email **one pdf file** with all materials to **hdunford@metcalffoundation.com** by **April 16, 2024 at 2:00pm ET**. Please note that we are unable to consider late or incomplete applications.