

Concept Paper Instructions

The MetroWest Health Foundation requires applicants to submit a concept paper prior to a full proposal. Concept papers help the foundation assess whether or not the proposed project is aligned with its funding priorities and enables staff to offer suggestions before the submission of a full proposal.

The following is a list of requirements and guidelines to be considered when preparing a concept paper:

1. Concept papers must be one-page in length and be accompanied by the Concept Paper Cover Sheet.
2. The deadline for submitting concept papers is three weeks before the proposal due date.
3. Concept papers must be accompanied by a draft Logic Model. If you are unfamiliar with developing a logic model, please view the logic model webinar on the foundation's website.
4. Include a very brief narrative about your project that consists of the following:
 - Need for the project, including relevant, local data
 - Elements of the project for which funding is requested
 - Organizations you intend to collaborate with
 - Who will be served by the project
 - How the project will be sustained once foundation funding ends

Please email concept papers to the attention of Rebecca Donham at rdonham@mwhealth.org. Staff will make every effort to provide feedback on concept papers within three business days of receipt. If you have any questions, please contact Rebecca Donham at (508) 879-7625 x12.