



Grant Application

A. Narrative

- 1) *Executive Summary – No more than a half-page. Briefly explain why your agency is requesting this grant, what outcomes you hope to achieve, how you will utilize the funds if the grant is made.*
- 2) *Purpose of Grant – No more than four pages*
 - a) *Statement of needs/problems to be addressed; description of target population and how they will benefit. Identify whether this is a new or ongoing part of the organization activities.*
 - b) *Description of project goals, measurable objectives, action plans.*
 - c) *Timetable for implementation.*
 - d) *List of other partners in the project and their roles, including defining problems to be addressed, making policy and planning the program.*
 - e) *List of similar existing projects or agencies, if any, and explanation of how your agency or proposal differs and what effort will be made to work cooperatively.*
 - f) *Description of the qualifications of key staff and volunteers that will ensure the success of the program, including a list of specific staff training needs for this project.*
 - g) *Long-term strategies for continuing funding for this project at end of grant period.*
- 3) *Evaluation – No more than two pages*
 - a) *Plans for evaluation, including objectives and how success will be defined and measured.*
 - b) *Description of how evaluation results will be used and/or disseminated (while maintaining privacy where indicated) and, if appropriate, how the project will be replicated.*
 - c) *Description of the active involvement of other agencies in evaluating the program.*
- 4) *Budget Narrative/Justification*
 - a) *Grant budget; use the Grant Budget Format/table that follows.*
 - b) *A plan that shows how each budget item relates to the project and how the budgeted amount was calculated.*
 - c) *List of amounts requested from other foundations, corporations and other funding sources to which this proposal has been submitted.*
 - d) *List priority items in the proposed grant budget, in the event that we are unable to meet your full request.*
 - e) *Discuss alternate plan if this proposal is not adequately funded.*
- 5) *Organization Information – No more than one page. Brief summary of organization's history. Brief statement of organization's mission and goals. Description of current programs, activities and accomplishments.*

B. Attachments

- 1) *A copy of the current IRS determination letter (indicating 501 ©(3) tax-exempt status).*
- 2) *List of Board of Directors, length of service, term limitations, conflicts of interest and their board responsibilities.*
- 3) *Finances*
 - a. *Organization's current annual operating budget, including expenses and revenue.*
 - b. *Most recent annual financial statement (independently audited, if available; if not available, attach IRS Form 990).*
 - c. *Annual report (if available).*

Proposed Budget

Listed below are standard budget items. Please provide the project budget in this format and in this order, followed by up to two pages as necessary for brief descriptions. Please indicate "N/A" if items do not apply.

A. Organizational fiscal year: _____ B. Time period this budget covers: _____

C. **Expenses:** *description and the total amount* for each of the following budget categories, in this order:

	<i>Amount requested</i>	<i>Total project expenses</i>
1. Salaries	\$ _____	\$ _____
2. Payroll Taxes	\$ _____	\$ _____
3. Fringe Benefits	\$ _____	\$ _____
4. Consultants and Professional Fees	\$ _____	\$ _____
5. Insurance	\$ _____	\$ _____
6. Travel	\$ _____	\$ _____
7. Equipment	\$ _____	\$ _____
8. Supplies	\$ _____	\$ _____
9. Printing and Copying	\$ _____	\$ _____
10. Telephone, Fax, Internet	\$ _____	\$ _____
11. Postage and Delivery	\$ _____	\$ _____
12. Rent	\$ _____	\$ _____
13. Utilities	\$ _____	\$ _____
14. Maintenance	\$ _____	\$ _____
15. Evaluation	\$ _____	\$ _____
16. Marketing	\$ _____	\$ _____
17. Other (specify)	\$ _____	\$ _____
18. Other (specify)	\$ _____	\$ _____
19. Total amount requested	\$ _____	\$ _____

E. **Revenue:** include a *description and the total amount* for each of the following budget categories, in this order. Please indicate which sources of revenue are committed and which are pending.

	<i>Committed</i>	<i>Pending</i>
❖ Grants/Contracts/Contributions		
➤ Local Government	\$ _____	\$ _____
➤ State Government	\$ _____	\$ _____
➤ Federal Government	\$ _____	\$ _____
➤ Foundations (<i>itemize</i>)	\$ _____	\$ _____
➤ Corporations (<i>itemize</i>)	\$ _____	\$ _____
➤ Individuals	\$ _____	\$ _____
➤ Other (<i>specify</i>)	\$ _____	\$ _____
❖ Earned Income		
➤ Events	\$ _____	\$ _____
➤ Publications, Products, Services	\$ _____	\$ _____
❖ Membership Income	\$ _____	\$ _____
❖ In-kind Support	\$ _____	\$ _____
❖ Other (<i>specify</i>)	\$ _____	\$ _____
❖ Total revenue	\$ _____	\$ _____

Date of Application: _____

Grant Application Summary

Legal name of organization applying: _____
(Should be same as on IRS determination letter and as supplied on IRS Form 990.)

Year Founded _____ Current Operating Budget: \$ _____

Executive Director: _____ E-Mail Address _____

Contact person/title/phone number (If different from executive director):

Address (Principal/administrative office): _____

City/State/Zip: _____

Phone Number: _____ Fax Number: _____

List any previous support from this funder in the last five years: _____

Project Name: _____

Purpose of Grant (one sentence): _____

Dates of the Project: _____ Amount Requested: \$ _____

Total Project Cost: _____

Geographic Area Served: _____

Signature, Chairperson, Board of Directors Date

Typed Name and Title

Signature, Executive Director Date

Typed Name and Title