

COMMON GRANT APPLICATION FORMAT

Please provide the following information in this order. Use these headings, subheadings and numbers provided in your own word processing format, thus leaving flexibility for length of response.

A. NARRATIVE

1. Executive Summary

Begin with a half-page executive summary. Briefly explain why your agency is requesting this grant:, what outcomes you hope to achieve, and how you will spend the funds if the grant is made.

2. Purpose of Grant

Statement of needs/problems to be addressed; description of target population and how they will benefit.

Description of project goals, measurable objectives, action plans, and statements as to whether this is a new or ongoing part of the sponsoring organization.

Timetable for implementation.

Who are the other partners in the project and what are their roles?

Acknowledge similar existing projects or agencies, if any, and explain how your agency or proposal differs, and what effort will be made to work cooperatively.

Describe the active involvement of constituents in defining problems to be addressed, making policy, and planning the program.

Describe the qualifications of key staff and volunteers that will ensure the success of the program. Are there specific staff training needs for this project?

Long-term strategies for funding this project at end of grant period.

3. Evaluation

Plans for evaluation including how success will be defined and measured.

How evaluation results will be used and/or disseminated and, if appropriate, how the project will be replicated.

Describe the active involvement of constituents in evaluating the program.

4. Budget Narrative/Justification

Grant budget; use the **Grant Budget Format** that follows, if appropriate.

On a separate sheet:, show how each budget item relates to the project and how the budgeted amount was calculated.

List amounts requested of other foundations, corporations and other funding sources to which this proposal has been submitted

In the event that we are unable to meet your full request:, please indicate priority items in the proposed grant budget.

5. Organization Information

Brief summary of organization's history.

Brief statement of organization's mission and goals.

Description of current programs, activities and accomplishments.

Organizational chart:, including board, staff and volunteer involvement.

B. ATTACHMENTS

1. A copy of the current IRS determination letter indicating 501 (c) (3) tax-exempt status. **2. List of Board of Directors with affiliations.**

3. Finances

Organization's current annual operating budget:, including expenses and revenue.

. Most recent annual financial statement (independently audited, if available; if not available, attach Form 990).

4. Letters of support should verify project need and collaboration with other organizations.

(Optional)

5. Annual report, if available.