

Grant Funding Application

Cover Letter

Include a basic one-page cover letter that states the amount requested and provides a highly abbreviated description of the project.

Part 1: Proposal Narrative

Using 1-inch margins, at least 10-point font, and ten or fewer total pages, provide a **clear and concise** narrative that focuses on the grant request and includes the following (if applicable):

a. Organization Information

- i. Description of the organization structure, board responsibilities, staff responsibilities, and level of volunteer involvement.
- ii. Description of the current programs, activities, and accomplishments.
- iii. Briefly discuss funding history; including both public and private funds.

b. Project Information

- i. Description of the project/program and its relation to the organization
 - Discuss the need/issue.
 - Indicate the organization's relevant experience to addressing the issue or need.
 - Describe the targeted population and geographic area and any special efforts to involve the constituents in the planning or implementation of the project.
- ii. Timeline and Implementation plans
 - Describe the goals and overall impact.
 - Outline the plans, timeline, and proposed staffing pattern for achieving the desired results.
 - Indicate other public or private organizations that are involved and the nature of their involvement.
- iii. Budget and Fundraising strategy
 - Discuss the projected expenses and sources of committed and anticipated revenue.
 - Describe plans for generating other revenue and identify targeted private and public sector sources.
 - Briefly note sources of committed support and any outstanding requests.
 - Projected timeline for use of funds. Provide project start and end dates.

c. Outcomes and Sustainability

- i. Monitoring and Assessment
 - Discuss how the organization will assess what is working and what should be continued.
 - Indicate the criteria for success/progress and the process for measuring effectiveness.
 - Discuss the organization's plan for assessing progress toward goals and overall projected outcomes.
- ii. Sustainability
 - Describe how the organization will build upon and sustain what is learned after the grant period has ended.
 - Indicate any plans to share with other organizations the knowledge gained and to engage them in future efforts.
 - Discuss fundraising and revenue generating strategies.

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Part 2: Proposal Attachments

Attach copies of the following (those which apply to your request):

- Most recent financial statement (*audited if available*).
- A current organization operating budget with revenue and expenses
 - If the request is for program support or capital need **ALSO** submit a detailed budget tied to the request.
- Current/Final 501 (c) (3) IRS determination letter.
- If the organization has a fiscal agent attach a copy of the letter of agreement between the organization and the fiscal agent and the fiscal agent's Current/Final 501 (c) (3) IRS determination letter.
- List of Board Members including their employment and/or community affiliations.
- Letters of agreement **IF** collaborating with another organization.
- Each grantmaker may require additional attachments; review their guidelines before submitting your application.

Part 3: Affirmation of Veracity and Accuracy

Provide a signed declaration stating that the facts presented in your application are complete and truthful.