

Common Grant Application Template
Grant Application Cover Sheet

Date of Application: _____

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/email: _____
(if different from executive director):

Address *(administrative office)*: _____

City/State/Zip: _____

Phone number: (____) _____ Web address: _____

List any previous support from this funder in the last 5 years: _____

Project Name: _____

Project Start Date: _____ Project End Date: _____

Purpose of Grant *(one sentence)*: _____

Amount Requested: \$ _____ Total Project Cost: \$ _____

Geographic Area Served: _____

Signature, Chairperson, Board of Directors

Signature, Executive Director

Typed Name and Title

Typed Name and Title

Date

Date



Grant Application Narrative and Attachments

Please provide the following information in this order. Use these headings, subheadings and numbers provided in your own word processing format. Please use a size 12 standard font (i.e., Times New Roman, Calibri) with single spacing.

A. NARRATIVE

1. Executive Summary

- a. Briefly explain why your organization is requesting this grant, what outcomes you hope to achieve and how you will spend the funds if the grant is made. (250-word limit)

2. Purpose of Grant

- a. Statement of needs/problems to be addressed; description of target population and how they will benefit.
- b. Description of project goals, measurable objectives, action plans, and statements as to whether this is a new or ongoing part of the sponsoring organization.
- c. Timetable for implementation (including milestones for when elements in section 2b will be achieved).
- d. List of other partners in the project and their roles.
- e. List of similar existing projects or agencies, if any, and explain how your agency or proposal differs, and what effort will be made to work cooperatively.
- f. Description of the active involvement of constituents (both program beneficiaries and community stakeholders) in defining problems to be addressed, making policy and planning the program.
- g. Description of the qualifications of key staff and volunteers that will ensure the success of the program. List of specific staff training needs for this project.
- h. Long-term strategies for funding this project at the end of the grant period.

3. Evaluation

- a. Plans for evaluation, including how success will be defined and measured.
- b. Description of how evaluation results will be used and/or disseminated and, if appropriate, how the project will be replicated.
- c. Description of the active involvement of constituents in evaluating the program.

4. Budget Narrative/Justification

- a. Grant budget. Use the [Grant Budget Format](#) that follows, if appropriate.
- b. A plan (on a separate sheet) that shows how each budget item relates to the project and how the budgeted amount was calculated.
- c. List of amounts requested of other foundations, corporations and other funding sources to which this proposal has been submitted.
- d. List of priority items in the proposed budget, in the event that we are unable to meet your full request.

5. Organization Information

- a. Brief summary of organization's history.
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- b. Brief statement of organization’s mission and goals.
- c. Description of current programs, activities and accomplishments.
- d. 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:
 - a. Organization’s current annual operating budget, including expenses and revenue.
 - b. Most recent annual financial statement (independently audited, if available; otherwise, attach Form 990).
4. Letters of support to verify project need and collaboration with other organizations. (Optional – *May be required if partners are critical to project implementation.*)
5. Annual report, if available.

Grant Budget Format

Below is a listing of standard budget items. Please provide the project budget in this format and in this order.

A. Organizational fiscal year: _____

B. Time period this budget covers: _____

C. For a CAPITAL request, add relevant expense categories (i.e., architectural fees, land/building purchase, construction costs and campaign expenses) as additional rows within the standard budget format (below).

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

	<i>Amount Requested from Funder</i>	<i>Total Project Expenses</i>
Salaries		
Payroll Taxes		
Fringe Benefits		
Consultants and Professional Fees		
Insurance		
Travel		
Equipment		
Supplies		
Printing and Copying		
Telephone and Internet		

Postage and Delivery		
Rent		
Utilities		
Maintenance		
Evaluation		
Marketing		
Other (specify):		
Total:		

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.

	Committed	Pending
Grants/Contracts/Contributions		
• Local Government		
• State Government		
• Federal Government		
• Foundations (Itemize)		
• Corporations (Itemize)		
• Individuals		
• Other (specify):		
Earned Income		
• Events		
• Publications and Products		
Membership Income		
In-Kind Support		
Other (specify):		
Total Revenue:		

