



COMMON GRANT APPLICATION

A. COVER LETTER *(Optional)*

B. SUMMARY OF APPLICANT ORGANIZATION: *(use attached form)*

C. NARRATIVE: *Include the following information in any order (preferred length not to exceed 3 pages):*

1. Agency Information *(as an alternative, organization brochures and/or website address may be provided):*

- a. Mission statement, brief statement of organization's goals, and/or objectives;
- b. Brief summary of organization's history;
- c. Description of current programs, activities, and accomplishments

2. Purpose of Grant. This section should include the following:

- a. Brief statement of the needs/problems to be addressed; description of constituency served (include number served), target population; how will they benefit;
- b. Description of goals and objectives for the purpose of this grant;
- c. Description of activities planned to accomplish these goals; is this a new or ongoing activity on the part of the sponsoring organization?
- d. Timetable for implementation (if for specific program or capital project);
- e. Other organizations, if any, participating in the activity; and
- f. Long term sources/strategies for funding at end of grant period.

3. Evaluation. Please discuss:

- a. Expected results during the funding period;
- b. How you would define and measure success;
- c. How will project's results be used and/or disseminated?

D. ATTACHMENTS: Please attach the following:

1. Board of Directors with affiliations
2. List of names and qualifications of key staff;
3. Most recent fiscal year-end financial statements (audited if available);
4. Current annual operating budget, including expenses and revenue;
5. Annual report (if available);
6. Program/project budget (if applicable);
7. A copy of the original IRS determination letter indicating 501(c) (3) tax exempt status;
8. List of major contributors (and amounts) to organization/program (if applicable); and
9. List of volunteer involvement and in-kind contributions.

ORGANIZATION SUMMARY

Name of Organization: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Fax: _____

Executive Director (Mr. Mrs. Ms. Other): _____

Primary Contact, if other than Executive Director (Mr. Mrs. Ms. Other):

Name: _____ Title: _____

Telephone: _____ Fax: _____

Amount Requested: \$ _____ Date of Application: _____

PRIMARY SERVICE CATEGORY OF ORGANIZATION *(check only one)*

- Arts and Culture
- Human Services
- Education
- Community Development
- Other *(specify)* _____

PURPOSE OF GRANT:

- General operating (support for the organization as a whole)
- Special program/project (specific activity of the organization consistent with its mission)
- Capital expenditure (funds spent for additions or improvements to plant or equipment)
- Start-up costs
- Endowment
- Technical assistance
- Other

BRIEF DESCRIPTION OF REQUEST:

Signature, President, Board of Directors

Date

Signature, Executive Director

Date