

PHILANTHROPIC SOLUTIONS

Grant Application Format

1. Complete the Proposal Request Summary (found on page 2-3)

2. In addition, attach a 1-2 page proposal addressing the following items:

Description of Specific Request

Please describe the services for which you are seeking support. If project support is requested, tailor your responses to that particular project; if operating support is requested, tailor your responses to address the organization. Please focus on the following components:

- Describe the need your organization is addressing.
- State the connection between your organization and/or project work and the mission of the specific foundation toward which you are applying.
- Provide information about the constituents who benefit from your organization's work (age, gender, race/ethnicity, income levels, geographic representation, any disabilities, language(s) spoken, or other criteria relevant to the work)
- State the goals and expected outcomes of this work, and include a timeline for meeting these goals and outcomes.
- Describe the program design, giving detailed information about how program activities will occur.
- Describe the challenges to the success of the proposed activities and how these factors could be overcome.
- Describe how the amount requested was determined, how it will be applied, and sources of future funding.

Monitoring and Evaluation

Please address the following:

- Include details of how your organization defines and monitors success for the organization, or if program support is requested, for the specific program.
- Identify the short-term and long-term indicators of success.
- Describe how you have used evaluation results (qualitative or quantitative) to make changes and improve your organization's and/or program's performance and impact.

Please include a summary of any evaluation results, if available. If seed funding is requested, please detail the evaluation plans to include the components listed above.

3. Include the following attachments to complete your application:

1. Proposal Request Summary

2. Proposal

3. Organizational Budget

Include a budget for the organization for the current fiscal year. Provide budget projections if multi-year support is requested.

4. Project Budget (Not applicable for general operating requests)

Include a detailed line-item budget for the project. Provide budget projections if multi-year support is requested.

3. Sources of Funding

Provide a list of foundation, corporate and/or government grants secured over the past 2 years. Please state the source, dollar amount, grant time period, and the date received or requested. Also include any pending requests still outstanding. If operating support is requested, provide this information for the organization; if project support is requested, also provide any additional funding earmarked for the project. If multi-year support is requested, please provide information on any multi-year pledges.

4. List of Board Members

Provide a list of the members of the current Board of Directors and their professional affiliations.

5. Copy of Tax Status Letter

Provide a copy of the organization's most recent IRS Tax-Exempt Ruling Letter, verifying that the organization is a qualified charity under section 501(c)(3) of the Internal Revenue Code and not a private foundation.

6. Audited Financial Statements

Provide a copy of the organization's financial statements for the most recently completed fiscal year (audited if available).

PROPOSAL REQUEST SUMMARY

Organization Information

Street Address:

Organization Tax ID:

City:

State:

ZIP:

Primary Contact for Request

Name:

Title:

Phone:

Email:

Overview of Organization

Number of Full-Time Employees:

Number of Part-Time Employees:

Number of Volunteers:

Request Information

Request Title:

Request Amount:

Type of Support Requested:

Brief Description of Request

Description of Request Purpose, & Description of Activities**Purpose**

Describe the need being addressed and your organization's unique role in meeting those needs, including anything that would distinguish your organization from others providing similar services in the communities you serve.

Description of Activities

Describe the request's activities providing detailed information about how it will address the stated need and the intended impact. Include the number of individuals served through this request and the number of hours participants will be involved. If the request is for program/project support, note whether this is a new or existing program. If it is an existing program, indicate how long it has been in operation.

Challenges

Describe the challenges to the success of the activities in the proposal and how these factors could be overcome.