

## **ORGANIZATION INFORMATION**

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- Organization Name
- Legal Name  
*List the name of your organization as it appears on your IRS Determination Letter.*
- Address, City, State, Postal Code
- Phone
- Fax
- E-mail Address  
*General information e-mail address, NOT the primary contact's e-mail address.*
- Website Address

## **CONTACT INFORMATION**

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### **Primary Organization Contact Information**

*Please fill out the following fields as they pertain to Executive Director/CEO/President of your organization.*

- Prefix
- First Name
- Last Name
- Title
- E-mail
- Office Phone

### **Proposal Contact Information**

*Please fill out the following fields as they pertain to the contact person for this proposal. If this contact is the same as the Primary Organization Contact, leave these fields blank.*

- Prefix
- First Name
- Last Name
- Title
- E-mail
- Office Phone

## **ORGANIZATION BACKGROUND**

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- Organization Mission Statement
- Organization History, Track Record, and Future Vision  
*Describe the organization including current programs, accomplishments, and operational values.*
- Constituents  
*Describe the characteristics of the organization's constituents and the number of people served.*
- Partnerships & Collaborations  
*Describe the organizational partnerships or relationships that are important to the organization.*
- Staff & Volunteers  
*Describe the staff and volunteer characteristics that are important to the organization.*
- Annual Budget  
*Total organizational operating budget.*
- Percentage of Annual Budget Dedicated to Program Expenses  
*Program expenses are distinguished from administrative expenses and fundraising expenses.*
- Last Month of Your Fiscal Year

## **GRANT PROPOSAL INFORMATION**

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- **Project or Operations Title**  
*Provide a one sentence description of your project or operations request. NOTE: 25 WORD LIMIT.*
- **Requested Amount**
- **Project Budget**  
*Provide the total cost of the project.*

### **Description and Goals of the Project**

- **Need or Issue Addressed**  
*Explain the unmet need your project or operations address. Include information about the targeted population and the projected benefit to that population.*
- **Project or Operations Description**  
*Provide specific components and logistics of the project or operations. Include the date by which funding is needed.*
- **Measurable Outputs or Outcomes**  
*State goals that are measurable and time-specific. Describe how progress will be measured. Include how many constituents will be served and how their well-being will be enriched.*
- **Longer-term Impact**  
*Provide a description of the anticipated longer-term impact. Cite internal analysis or research with citations if applicable.*
- **Project or Operations Support**  
*List sources of support from other entities for this specific project or operations.*
- **Project or Operations Plans Going Forward**  
*Explain your plans to support the project or operations after the grant period.*

## **ATTACHMENTS**

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### **Attachments**

*A drop down menu will allow you to browse your files and select these documents as attachments that will be electronically sent with your application.*

- Annual Operating Budget – including itemization of income and expenses (required)
- IRS Determination Letter – the latest determination letter from the Internal Revenue Service of tax-exempt status as an organization described in Section 501(c)(3) of the Internal Revenue Code. (required)
- Last Certified Audit – if new, send the last fiscal year's statements and the last IRS Form 990 filed (required)
- List of Board Members & Executive or Program Leadership – include descriptions of role. (required)
- Photos – three to five photos that are representative of the program and constituents. (required)
- Project Budget – including itemization of income and expenses. (required)
- Project Staff (optional)
- Strategic Plan Document (optional)
- Additional Information (optional)