

COMMON grant application

GLOSSARY OF TERMS

- **Number of volunteers** (Section II.10) - Please provide details on how many hours the volunteers work on average, if you have AmeriCorps volunteers separate from standard volunteers, etc. The purpose of this question is to get a general overview of your organization's design.
- **Grant Purpose Definitions** (Section III.8)
 - **Seed/Pilot funding:** innovations/start-up funding
 - **Project/Program support:** a specific project/program within your organization
 - **Capacity Building:** creating more, higher quality and/or more sustainable services (research, assessment, expansion, resource development, etc.)
 - **Capital:** small capital (equipment, buildings, vehicles, etc.) or capital campaigns
 - **General Operating support:** day-to-day costs of running your organization (office space, staff salaries, marketing materials, etc.)
- **Performance Measures** (Section IV.1) – Please provide which data/information will be collected and how (surveys, test scores, media attention, awards, longitudinal studies, etc.).
- **Goals** (Section IV.7) - Measurable statements of activities proposed in the grant request. When appropriate, please include a date for the goal to be accomplished when writing your goals. In most cases, baseline data (i.e., the current or starting level) should also be included. Exceptions include, but are not limited to, funding for the construction of a new facility and funding for a new program.

Goals can be listed as:

- **Outputs:** Direct products of the activities proposed - usually measured in terms of volume of work accomplished – for example, number of people served; and/or
- **Outcomes:** Benefits or changes to individuals, families, communities, etc. resulting from program participation – for example, percentage of individuals with a 50% or better reduction in their symptoms.

Examples:

Goals without baseline data:

- To serve 1,300 people in 2012.
- To raise \$100,000 in additional funding by 12/31/2012.
- To complete construction of the new facility by 12/31/2012.

Goals with baseline data:

- To increase the number of children and adults served from 1,300 to 1,600 by 12/31/2012.
- To increase the number of courses offered per year from 5 to 10 by 12/31/2012.
- At least 75% of participants diagnosed with depression will show a 50% or better reduction in their symptoms.

cCOMMON grant application

[Organization Name Here] application to [Foundation Name Here]

*A general rule of thumb for length of the application is approximately 7-9 pages of complete text.

I. CONTACT INFORMATION

Key Contact	Executive Director or President
Name:	Name:
Position or Title:	Position or Title:
Email:	Email:
Phone:	Phone:
Mailing address:	Physical address if different from mailing:
City:	City:
State:	State:
ZIP code:	ZIP code:
Website:	Phone:

II. Organization background

<ul style="list-style-type: none">• Date founded:	<ul style="list-style-type: none">• Tax ID number:
<ul style="list-style-type: none">• Legal name:	<ul style="list-style-type: none">• DBA:
5. Organization mission statement:	
6. Organization vision statement (if applicable):	
7. Current operating budget:	
8. # Full-time staff:	9. # Part-time staff:
10. # of volunteers and how your organization uses them (if applicable):	
11. Brief overview of the organization's background/history:	
12. Organizations with whom you collaborate and how:	
13. Provide unduplicated number served annually:	

III. GRANT REQUEST INFORMATION

1. Date of request:	2. Date payment needed:
3. Title of grant request:	4. Description of grant request (25 words or less)
5. Amount of request: \$	6. Total project budget (if applicable):
7. Grant purpose - Please confirm these align with funder's guidelines (check all that apply):	
Arts Animals Health Social services Youth Elderly Environment Education Other	
8. Type of Funding (check all that apply):	
Seed/Pilot funding Project support Capacity building Capital General operating Support Other	
9. Geographic area served:	
10. Demographic breakdown of Population served (socioeconomic status, ethnicity, gender, age):	

11. Timeframe in which funds will be used? FROM: TO:

For multi-year grants, indicate amount by year:

12. How do the goals of the proposal relate to the funder's priorities and mission?

Iv. GRANT Details

1. Narrative

Please provide information on 1) the main issues or problems this grant request addresses and details on why and how you address these issues 2) proposal details and 3) evaluation and performance measures. (This is your opportunity to make a persuasive case for support!)

2. Provide unduplicated number to be served annually by proposal (if applicable):

3. Tell a story that illustrates the impact of your proposal or organization on an individual.

4. Implementation Timeline (specifically related to this request if applicable)
Please include major events, activities and when they will take place. (bullet point and chronological order)

5. Describe plans to support the proposal after the term of this grant.

6. Provide an updated list of all other entities asked and planning to ask for support on the proposal with amounts and responses to date. When do you expect to hear from pending requests?

7. Goals, Baseline and Target Numbers

Goals should relate to the specific proposal. More than three goals may be provided. See Glossary of Terms for definitions and examples.

GOALS	Baseline #	Target #
1.		
2.		
3.		

v. EXECUTIVE SUMMARY

Executive Summary – Please condense the content of this application into a one page document (600 words or less) that could be shared, separately from the completed application, with audiences, such as Board members, who may not review requests in their entirety. This summary should mention key elements of the proposal, the overall mission and work of your organization and the impact this grant request will have. This document will, in essence, tell the story of your agency and request in a summarized form.

A suggested format would include:

- An introduction that includes the mission of the organization.**
- One short paragraph explaining the history of the agency’s work in the community.**
- One to two paragraphs that summarizes the proposed project, including the segment of the community served. If operating support, describe the agencies core programs.**
- One paragraph outlining the desired outcome, benefits to the community and how you define success.**

ATTACHMENTS

Electronic materials preferred. Funder may not require all of these documents.

Names and Titles of Key Staff and contact information (if applicable)

Board list and affiliations

Project Budget (if applicable)

Organizational Budget for current fiscal year including revenue by source e.g. Foundations, individuals, government

Organizational Budget for next year including revenue by source e.g. Foundations, individuals, government (if available)

Most recent Form 990 or Form 990-EZ

Signed audited financial statements (if available) for most recent two years

Current financial statements

A copy of your 501(C)(3) IRS determination letter

THANK YOU FOR YOUR TIME AND EFFORT IN COMPLETING THESE FORMS!

Please check with individual funders for any additional requirements