

Prep Doc

“OTHER” GRANT APPLICATION

Thank you for visiting our Prep Doc page. We think you'll be glad you did.
We've made this page to help you organize the information you'll need to provide for our online application.
The Helpful Hints may come in handy too!

Organization Information:

Tax ID (Employer Identification Number or EIN).

HELPFUL HINT: Your Tax ID number should be formatted as follows: 35-XXXXXXX. We need your Tax ID to verify your organization's nonprofit status. Public schools and government entities do not need to complete this section.

Organization Name

Address

City

State

Zip

Phone Number

Fax

Web Address

Primary Contact

HELPFUL HINT: This is your organization's president, CEO, executive director, superintendent etc.

Primary Contact's Title

Primary Contact's Email

Annual Operating Budget

Sources of Income and percentage of the total that each source makes up

HELPFUL HINT: Your answer to this question may look something like this:

Fees for service: 76%

Fundraising events: 5%

Grants: 15%

Earned Income: 4%

Questions about your organization:

1. What is your organization's mission and vision? Please include any principles or values that are used throughout your organization and its programs.
2. What types of things does your organization do especially well? How do you know that you do them well?
3. How likely is it that your organization will be sustained for the long term? Please list both financial and program factors that contribute to your sustainability.

HELPFUL HINT: Following are some indicators of long-term sustainability: 1. Broadly diversified sources of income. 2. History of successful financial management. 3. Volunteers who give their time and talent. 4. Many local donors who contribute cash or goods and services. 5. The absence of debt or manageable debt that makes sense given the organization's size and level of maturity.

4. In your geographic area, what groups are most similar to you? What differentiates you from them?

Proposal Contact Information:

Primary Project Contact

HELPFUL HINT: This refers to person who is the 'point person' for the project. This is the person who our staff will contact to discuss this proposal in more detail.

Project Contact's Title

Phone number

Email

Proposal Information:

Project Title

HELPFUL HINT: This is a short project title limited to 4 words.

Project Budget

Request Amount

Other sources of support for your project

Project Start Date

HELPFUL HINT: This is the date that you will begin your project.

Project End Date

HELPFUL HINT: This is the date by which you commit to completing your project goals.

For Questions 5 through 12, we are looking for simple, brief responses. Please note there is a size limit of 100 words (about 6 sentences).

Questions about your proposed project:

HELPFUL HINT: We will use the example of one organization to explain the remaining questions. The example starts here.

5. What current problem or missed opportunity is causing your organization to seek an innovative approach toward its work?

HELPFUL HINT: You will want to talk in specifics about problem you have noticed in young people and their development and/or within your community over all.

6. What is your proposed project? What about this project will overcome the issues defined above?

HELPFUL HINT: You will want to talk us through how the project you're proposing will address the problem you've stated above.

7. What other options did you consider for solving the problem stated in Question 5 above?

HELPFUL HINT: Help us to understand your thought process for arriving at your solution in Question 6 above.

8. Is there evidence, either formal or informal, that would indicate whether or not your proposed project has the potential to succeed? Please explain.

HELPFUL HINT: Did you do any research? Has anyone else done research? What points toward success for your project?

9. What assumptions are you testing with your proposed project?

HELPFUL HINT: Please use "if...then statements" here. For example: If we can connect our students to positive community role models and offer them the opportunity to work and implement ideas to improve the community, then they will build a feeling that they are valued by the community for their contributions.

10. What results does your proposed project stand to provide for the participants that you serve? Compare the effectiveness of the proposed new approach to the results that you currently achieve.

HELPFUL HINT: Please offer us specific measurable statements here. For example:

--We will be able to serve 15 more children at the rate of \$100 per week.

-- Currently our revenue is \$12,000 per month. This project will add at least \$6,000 to our revenue each month.

11. Define the three or four critical milestones that will indicate whether or not your proposed project is on course to achieve desired results.

HELPFUL HINT: What is it going to take to make your project a success? Your answer may look something like this: Our most critical milestones are: A. Visit and study the results of our Michigan model; by 12/31/13. B. Set goals for our community-based education model; by 4/30/13. C. Secure approval from our school board; by 5/31/13. D. Secure community partnerships and student role models; by 7/31/13.

12. Who in your organization is directly responsible for guiding the introduction of this project and its impact, cost and timing?

HELPFUL HINT: Who will be responsible for your success? Your answer will look something like this: Bob Smith, curriculum director, will lead this project.

13. Indicate this person's previous success in the area of innovation or any qualifications that point toward success.

HELPFUL HINT: Continuing with the example above. Bob has previous experience in implementing new learning approaches. In that project Bob was responsible for overseeing the budget and reporting progress toward goals.