

Grant Application Preview

Making Your Organization Stronger or More Effective

Thank you for visiting our Grant Application Preview 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!

PLEASE NOTE: Most text fields in this application are limited to concise 100-word answers. If we need more information to consider your proposal, our program officer will request it at a later time.

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 11, we are looking for simple, brief responses. Please note there is a size limit of 100 words (about 6 sentences per question).

Questions about your proposed project:

5. Describe the organizational challenge or opportunity that, if addressed, will have a clear positive impact on the gains you are able to achieve for the participants you serve.

HELPFUL HINT: Here are three sample answers to the question above:

--Staffing is our biggest challenge. Last year we had staff turnover at the rate of 25%. We believe that is too high for our organization because it brings with it too much confusion for the people we serve and too much retraining cost. We would like to work with an experienced consultant who can help us understand how to bring our rate of staff turnover down to about 10%.

--Organizational procedures are a problem for us. Our busy organization has simply outgrown the policies and procedures that worked well when we were smaller.

--The need for revenue development is looming for us. Our most successful fundraising event is losing steam and producing less revenue each year.

6. Describe the new capacity you propose to create in response to the challenge or opportunity that you defined above. Please be specific about what new capability will be in place, and how it will create positive results for those you serve.

HELPFUL HINT: For the revenue development example above, you might answer Question 6 by stating: Identify one or two new fundraising activities that the staff and board can fit into their workload.

7. What other options have you considered for building this capacity?

HELPFUL HINT: Your answer might sound something like this—We tried doing the same kind of fundraising events that everyone else is doing, but there was too much competition for us to stand out and be successful. We believe that we need an event that is unique to us.

8. Fully define the new or added results you will achieve once the new capacity is fully operational.

HELPFUL HINT: Continuing with the example above, you might want to answer Question 8 by saying: “Increase fundraising event revenue by \$10,000 each year for the next three years.”

When defining your results for the question above think in terms of reduced cost, increased revenue, or helping more people fully experience the benefits that your organization sets out to provide. An organization that works to keep teen parents in school might answer Question 24 by saying: “90% of the 20 teen parents in our program will earn their high school diplomas. “

9. What, if any, important changes in organizational policy or staff behavior must take place for this new capacity to have its greatest impact?

HELPFUL HINT: Will people need to work in new ways? Will your board need to adopt new policies? A sample answer may be: If we add a new fundraising event to our fund development calendar, we will need to bring on more volunteers to help us get the work done. We know that about 8 volunteers are needed to help with each fundraising event, so we will need to look for about 8 new volunteers.

10. Define the three or four most critical steps to achieving your capacity-building results. What is your approximate timeline for completing each step?

HELPFUL HINT: This is not a request for a detailed work plan. We would like a brief description of the most critical steps in your capacity building efforts and what you need to achieve at each step to be successful. We recommend that you use a brief bullet point format, such as:

- Research successful fundraising events held by partners in other states. By 1/15/2011
- Meet with consultant to learn fundraising best practices. By 3/31/2011
- Select new fundraising event. Set revenue goals and committee. By 4/30/2011
- Hold new fundraising event. By 12/31/2011

11. If the new capacity will lead to an overall increase in operating costs, (e.g. maintaining a new computer system, adding staff, increasing the number of program participants), how will you cover these costs in the future?

HELPFUL HINT: We will need to add one staff person to complete the work that we are proposing. By looking at our current costs we estimate that we will need about \$5,000 more each year for utilities and costs related to our project.