



Grant Application Preview—Making our organization stronger

**Thank you for visiting our preview page.
We think you'll be glad you did!**

This page is designed to help you organize the information you'll need for our online application. Here you'll find all of the questions for your proposal and helpful hints in **purple!**

Grantseekers who have used this preview in the past tell us they:
Fill out the preview, make edits, and then copy and paste their responses into our online grant application; **or**
Print out this preview and use it as a guide as they enter information directly into our online application.

PLEASE DO NOT SEND THIS DOCUMENT TO US.

Please note: Unless stated otherwise, text fields in our applications are limited to concise, 100-word answers. If more information is needed to consider your proposal, our program officers will request it during the review process.

1 Connect

Your Organization: In order to consider your request, we will need some basic information about your organization. You'll want to have this information ready when you start your application.

Tax ID (Employer Identification Number or EIN). Ex: 35-XXXXXXX

Your Tax ID number helps us to verify your organization's nonprofit status. Public schools and government entities do not need to complete this section.

Basic Information (Name, Address, Phone Number, Fax and Website)

Year your organization was founded. What year was your organization founded?

Your Annual Operating Budget with sources of income and the percentage of each source.

Your answer to this question may look something like this:

ANNUAL OPERATING BUDGET: \$300,000

SOURCES OF SUPPORT:

Fees for Service 76%

Fundraising Events 5%

Grants 15%

Earned Income 4%

Your Leader:

Primary Contact Information (for your President, CEO, Executive Director, Superintendent, etc.)

Your Proposal Contact: Please provide contact information for the person who is responsible for this grant proposal. We will want to know:

Project contact's name and title:

Phone number:

Email address:

Questions about your organization:

1. **What are your organization’s mission/vision/values?** 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?** This is your chance to brag a little! Are you proud of your successful annual fund? Have your programs increased greatly in impact/participation? Have you won an award or accomplished a milestone?

Proposal Information:

Project title: This should be a short project title, using four words or less

Total project budget: How much will the project cost over all?

Requested amount: How much is your organization requesting that the Dekko Foundation invest in your project?

Other sources of support for your project: What other sources of support do you have for your project?

Questions about your proposed project:

3. **In just a few paragraphs (about 200 words) tell us about the organization-strengthening project that you want to complete.** This is the place to summarize your ideas/inspiration/enthusiasm for the project you have in mind.
4. **What specific problem or unsatisfactory situation will you address with your project?** Here are two sample answers to the question above:
 - A. Our organization has never had a real fund development plan. As a result, securing the resources that we need to operate often seems like an afterthought. At the end of last year we fell \$50,000 short of operational funds and had to reduce important activities.
 - B. We offer programs all of the time and people really seem to like the information. But when donors and funders ask us if we are making any real difference we’re stumped. We don’t know how to document the improvement we’re helping our clients to make in their lives.
5. **Why do you believe this project is a good fit for the Dekko Foundation?** Help us to understand your thinking by going to our website: <http://dekkofoundation.org/child-development-focus/> Then tell us in this question which of our grantmaking priorities your project fulfills.

3 Measure

The difference you will make:

6. Describe the new capacity you propose to create in response to the problem that you defined above. Please be specific about what new capability will be in place. Let's keep going with examples A and B above. Your answer may look something like this:

- A. After two years we will have \$15,000 in surplus and a new plan developed for the next two years.
- B. We will work with a consultant to understand and implement opportunities to ascertain the impact of our work. When we are finished we will have a system for communicating with participants six and twelve months after our programs to see if their habits have changed.

7. Define the positive measurable difference (improvement) that will occur within your organization once the new capacity is fully operational. Statements of improvement help us explain to our committee and board what they are buying if they make the investment that you have proposed. A strong improvement statement will identify the amount of difference you'll bring about, and how you'll know if that difference really occurred. **Watch a brief video about this topic:**

<http://dekkofoundation.org/tips-from-our-program-officers/>

Click on: What will be different if a grant is made?

An example of a strong improvement statement might be:

Improvement Number One: By 12/31/15 we will end the year with a balanced budget and a \$15,000 reserve fund.

How will you make this come about? We will develop a two-year fund development plan for our organization that will result in an operating surplus. After one year of implementation we will have a balanced budget at the end of our fiscal year; after two years we will retain the balanced budget and have a \$15,000 reserve fund in place.

Difference Number Two: (If needed) Some organizational leaders wish to have more than one change focus. We are providing space for two changes if needed. Our experience shows that organizations that focus strongly on one well-chosen change are very successful.

How will you make this come about?

Project time period:

Project start date: The date that you will begin your project.

Project end date: The date that you will be able to report on the difference you brought about.

4 Track

Tracking for Success:

8. What information will you use to track project success and make course corrections? Do you have the ability to track these things? How will you ensure that the change you want within your organization is really taking place? For example: Will you measure revenue increases? Will you evaluate participant's improvement?

- 9. What, if any, important changes in organizational policy or staff behavior must take place for this new capacity to have its greatest impact?** Will you need to hire more staff, change staff hours, make new policies, etc? A sample answer may be: If we increase our staff by two part time employees, we will need to increase the revenue from our annual campaign to support the increase in our payroll expenses.
- 10. Define the three or four most critical steps to achieving your capacity-building improvements. What is your approximate timeline for completing each step?** This is not a request for a detailed work plan. We would like a brief description of the most critical steps you will need to take in order to achieve the organizational change you desire. We recommend that you use a brief bullet point format, such as:
- Meet with a consultant to identify our current need for software by 1/15/2013.
 - Research other software options by 3/31/2013.
 - Purchase and install the new system by 4/30/2013.
 - Train our staff to use the new software by 6/1/2013.
 - Demonstrate a growth in our effective use of the new database by 12/31/2013.
- 11. Halfway through your project, how will you know if your organization is on course to achieve the improvements you want with the time and money you have remaining? What milestones will be good predictors of whether or not you organization will achieve the desired improvements? What needs to be accomplished by the middle of your project timeline in order for you to be successful?** You might say it something like this:
Halfway through we need to have our plan updated and the first four months of implementation already complete.
- 12. 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?** Walk us through the plans you have made for maintaining this new capacity. If you will add more staff time, how will you support the increase in payroll expenses? If you extend your hours of operation, how will you accommodate the additional overhead in electricity and maintenance? How will you sustain this new capacity past the life of the grant request?

5 Attachments

To apply for a grant from the Dekko Foundation you will want to prepare a simple project budget. This type of budget should show both the cost of your project and sources of revenue that you expect for the project. If you have questions, please see our grant preview documents here: <http://dekkofoundation.org/apply-now/> or call our Grants Manager at: 260.347.1278.

The maximum size for all attachments combined is 25 MB. Please note that files with certain extensions (such as ".exe", ".com", ".vbs", or ".bat") cannot be uploaded.

A budget is a very important part of any grant application to our foundation.

- If you are applying for operating funds, the budget you will want to attach to your grant application is your organization's annual operating budget.
- If you are applying for support for a program, initiative or building project, you will want to attach a budget for your specific project. Please be sure to include both revenue and expenses.
- While there is no need to prepare a special budget for your proposal to our foundation, we have included a sample budget that you may find helpful.
- Typically, a budget for a small, simple project can be brief and contain less detail. Larger and more complex projects may need a more detailed budget.

Attachments other than budgets:

- Many grantseekers are eager to share letters of support, photos, drawings etc. They often go to the extra expense of mailing large 3D items. We encourage grantseekers to hold these items and share them with the Dekko Foundation program officer during their site visit.

Sample Project Budget:

REVENUE

REVENUE SOURCES	AMOUNT
Fundraising Events	\$ 5,000
Contributions from individuals	\$10,000
Contributions from businesses	\$10,000
Fees for service	\$ 5,000
Agency operating dollars	\$ 5,000
Grants from foundations	<u>\$10,000</u>
TOTAL PROJECT REVENUE	\$45,000

EXPENSES

TYPE OF EXPENSE	COST
Salaries	\$15,000
Equipment	\$15,000
Training	\$5,000
Meeting Materials	\$8,000
Travel expenses	\$1,000
Meeting Refreshments	<u>\$200</u>
TOTAL PROJECT EXPENSE	\$45,000

6 Review

You can review the information you've provided so far and make necessary modifications here. If you're satisfied with the contents of the application, click [Submit](#) to forward your application for consideration. If you're not ready to submit your application yet, click [Save & Finish Later](#).

We could have called this section Review and Relax! Now is the opportunity for you to give your proposal one last review and make sure that you have given every question your best effort. It is also a good time to relax after your hard work and know that this is just the beginning of telling your story to our foundation.

Before long you'll have the chance to meet with one of our program officers and talk more about your proposal. Relax and know that, at that time, you can include the things you might have missed and fill in the interesting details.

Thank you for visiting our Preview Page!

Please feel free to contact us if you have questions.

Phone: 260-347-1278

Email: dekko@dekkofoundation.org