

GRANT APPLICATION FORM

The Common Grant Application Form was developed by Philanthropy Northwest to facilitate the grant application process, and modified by NW Children's Foundation.



Instructions

Grant Applications are accepted only after an agency has been invited to apply. The following checklist outlines the sequence of steps to complete an application:

- Fill out the application form completely and attach all the supporting material requested below.
- Complete the narrative section on page three, using no more than four pages total (type no smaller than ten point, margins no smaller than one inch).
- Please submit **one electronic copy (in PDF form)** of the application and all attachments (please see formatting conventions below) to Tia Morishige at tmorishige@nwcf.org.

Required Attachments

Please include the following with your grant application and narrative:

1. Organization Information:
 - List of key organizational staff, including titles and main functions.
 - List of current board members (include affiliations and any other pertinent information).
 - Verification of tax-exempt status under Section 501(c)(3) of the IRS code.
 - If the program for which you are seeking funds is a collaboration with other agencies, include letters or other documentation from the collaborating agencies.
2. Budget and other Financials:
 - For the current fiscal year:
 - a. a current year operating budget
 - b. a detailed budget of the program for which funds are being sought (if applicable)
 - For each of the past two years:
 - a. a balance sheet
 - b. a summary of actual income and expenses (aka – statement of activities)
 - c. a listing of funding sources and amounts received from these sources.
3. Financial Statements:
 1. Most recent audited or reviewed financial statements
4. Form 990:
 - Most recent IRS Form 990 – If available online, you may add the URL in the application below.

Formatting for Electronic Documents

For the electronic copy of your application, please send the completed application form and narrative, and each numbered section listed above, **as separate PDF documents named as follows:**

- [Organization Name]_ S19_App & Narrative.pdf (e.g., *Horizon Youth_S19_ App & Narrative.pdf*)
- [Organization Name]_ S19_Org Info.pdf
- [Organization Name]_ S19_Budget & Other.pdf
- [Organization Name]_ S19_Financial Stmtns.pdf
- [Organization Name]_ S19_990.pdf (if available online, you may add URL on next page)

Organization NAME: _____ Year organization incorporated: _____

ADDRESS: (included street address if different)

Is the name at left the same as it appears on the IRS Letter of Determination? Yes No
If not, explain: _____

TAX ID/EIN Number: _____

NEW - Link to 990 online (if available online, otherwise please attach as described) _____

CHIEF EXECUTIVE'S NAME & TITLE: _____

GRANT CONTACT'S NAME & TITLE (if different): _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

GRANT CONTACT EMAIL: _____

ORGANIZATIONAL DEMOGRAPHICS:

Number of full time staff: _____

Number of part time staff: _____

Number of volunteers: _____

GEOGRAPHIC AREA: _____

OPERATING BUDGET TOTAL FOR CURRENT FISCAL YEAR: _____

Fiscal Year: _____
From _____ To _____

SOURCES OF INCOME:

Government	Federal	_____ %	Fees/Earned Income	_____ %
	State	_____ %	Individual Contributions	_____ %
	County	_____ %	United Way	_____ %
	City	_____ %	Workplace Campaigns	_____ %
			(not United Way)	
			Corporate and/or Foundation Grants	_____ %
			Special Events	_____ %
			Memberships	_____ %
			Other	_____ %

_____ PROPOSAL _____

AMOUNT OF THIS REQUEST: \$ _____ FUNDS NEEDED BY: _____

TIME FRAME IN WHICH FUNDS WILL BE USED: _____
From _____ To _____

Check one of the following:

GENERAL OPERATING SUPPORT PROGRAM SUPPORT

If for program support, complete the following:

PROGRAM NAME: _____

TOTAL PROGRAM BUDGET: \$ _____ PERCENT THIS REQUEST OF PROGRAM TOTAL: _____%

PROGRAM COST PER CLIENT (if applicable): \$ _____

1. WHO WILL PROGRAM SERVE:

2. HOW MANY WILL PROGRAM SERVE:

3. WHAT GEOGRAPHIC AREA WILL PROGRAM SERVE:

PLEASE LIMIT THE LENGTH OF YOUR ANSWERS FOR THE FOLLOWING QUESTIONS TO
NO MORE THAN A TOTAL OF FOUR PAGES.

1. **APPLICANT ORGANIZATIONAL BACKGROUND**

Include organizational mission statement and purpose, organizational qualifications, history of accomplishments, governance, area and population served, role or volunteers. (If this is a collaboration, describe the lead agency and its relation to others involved.)

2. **NEEDS STATEMENT**

Identify the needs your agency or this proposal will address. Acknowledge similar existing programs or agencies, if any, and explain how your agency or proposal differs, and what effort will be made to work cooperatively.

3. **PROPOSAL**

A. How will your proposal address identified needs?

B. Projected goals, objectives, timeline, anticipated impact.

C. Expected role of volunteers (If pertinent to this application, how many of the potential funder's employees are volunteers in your organization?)

D. Number and types of people who will benefit from your proposal.

E. How will you monitor your work and how will you measure success or effectiveness?

F. What are your other potential and actual sources of support for this proposal?
Where do you expect to find future support?

4. **APPROPRIATENESS TO FUNDER'S MISSION**

Explain how your program meets this particular funder's guidelines and criteria.

5. **ADDITIONAL INFORMATION**

Please address here anything else about your organization or program you think is relevant to this proposal.