Common Grant Application Form

Dear Nonprofit Colleague:

The *Common Grant Application Form* was developed by a committee of the Council of Michigan Foundations to facilitate the application process for grantmakers and grantseekers.

Please keep in mind that every grantmaker has different guidelines and priorities, as well as different deadlines and timetables. Any funder that has agreed to accept this form may request additional information at any stage in the proposal process.

Instructions

1. Do your research to determine the foundations and corporations that make grants to your type of organization, the geographic area in which you function, and your field of interest.
2. After you do your research, contact the grantmaker to secure their specific grantmaking guidelines.
3. A cover letter should be included with each proposal that introduces your organization and your proposal and makes a strategic link between your proposal and the funder's mission and grantmaking interests.
4. Please type and double-space all proposals.
5. Please answer all the questions in the order listed.
6. Please use the headings, subheadings, and numbers provided.
7. Please submit the number of copies each grantmaker requests.
8. Please do not include any materials other than those specifically requested.
9. Please do not send videotapes.

Resources:

- Call or write to each grant maker to obtain a copy of their funding guidelines.
- Use the *Michigan Foundation Directory*.
- Visit a Foundation Center Collection Library.

~ The Council of Michigan Foundations Does Not Make Grants. ~

Glossary of Terms:

Outcome: The intended impact or results a program or project is trying to produce.

Project: A planned undertaking or organized set of services designed to achieve specific outcomes that begin and end within the grant period. (Note: A successful project may become an ongoing program of the organization.)

General Operating Support: Grant funds to support an organization's ongoing services, mission, or goals.

Collaboration: Organizations submit joint proposals for funding to address common issues of organizational capacity and program outreach where they have similar outcomes to accomplish.

Program: An organized set of services designed to achieve specific outcomes for a specified population that will continue beyond the grant period.

Capital Request: A planned undertaking to purchase, build or renovate a space or building or to acquire equipment.

Cooperation: Organizations explain the networking and information sharing that is occurring with other similar organizations in their community and include any shared values that the organization has with similar organizations in their community.

COMMON GRANT APPLICATION COVER SHEET

Date of Application: _____

Legal name of organization applying: _____
(Should be the same as on the IRS determination letter and as supplied on IRS Form 990.)

Year Founded: _____ Current Operating Budget: $_____

Executive Director: _____ Phone number: _____

Contact person/title/phone number (if different from the executive director) _____

_____

Address (principal/administrative office): _____

City/State/Zip: _____

Fax Number: _____ E-mail Address: _____

List any previous support from this funder in the last 5 years: _____

_____

Project Name: _____

Purpose of Grant (one sentence): _____

_____

_____

Dates of the Project: _____ Amount Requested: $_____

Total Project Cost: $_____

Geographic Area Served: _____

_____   _____
Signature, Chairperson, Board of Directors   *Date*

_____
Typed Name and Title

_____   _____
Signature, Executive Director   *Date*

_____
Typed Name and Title

COMMON GRANT APPLICATION FORMAT

Please provide the following information in this order. Use these headings, subheadings, and numbers provided in your own word processing format, thus leaving flexibility for the length of response.

A. NARRATIVE

1. Executive Summary
- Begin with a half-page executive summary. Briefly explain why your agency is requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if the grant is made.

2. Purpose of Grant
- Statement of needs/problems to be addressed, description of the target population and how they will benefit.
- Description of project goals, measurable objectives, action plans, and statements as to whether this is a new or ongoing part of the sponsoring organization.
- Timetable for implementation.
- Who are the other partners in the project and what are their roles?
- Acknowledge similar existing projects or agencies, if any, and explain how your agency or the proposal differs, and what effort will be made to work cooperatively.
- Describe the active involvement of constituents in defining problems to be addressed, making policy and planning the program.
- Describe the qualifications of key staff and volunteers that will ensure the success of the program. Are there specific staff training needs for this project?
- Long-term strategies for funding this project at end of the grant period.

3. Evaluation
- Plans for evaluation including how success will be defined and measured.
- How evaluation results will be used and/or disseminated and, if appropriate, how the project will be replicated.
- Describe the active involvement of constituents in evaluating the program.

4. Budget Narrative/Justification
- Grant budget: use the **Grant Budget Format** that follows, if appropriate.
- On a separate sheet, show how each budget item relates to the project and how the budgeted amount was calculated.
- List amounts requested from other foundations, corporations, and other funding sources to which this proposal has been submitted.
- If we are unable to meet your full request, please indicate priority items in the proposed grant budget.

5. Organization Information
- Summary of the organization's history.
- Brief statement of the organization's mission and goals.
- Description of current programs, activities, and accomplishments.
- Organizational chart, including board, staff, and volunteer involvement.

B. ATTACHMENTS

1. **A copy of the current IRS determination letter** indicating 501(c)(3) tax-exempt status.
2. **List of Board of Directors with affiliations.**
3. **Finances**
- Organization's current annual operating budget, including expenses and revenue.
- Most recent annual financial statement (independently audited, if available; if not available, attach Form 990).
4. **Letters of support** should verify project needs and collaboration with other organizations. (Optional)
5. **Annual report,** if available.

GRANT BUDGET FORMAT

Below is a list of standard budget items. Please provide the project budget in this format and in this order.

A. Organizational fiscal year: _____

B. Time period this budget covers: _____

C. For a CAPITAL request, substitute your format for listing expenses. These will likely include architectural fees, land/building purchases, construction costs, and campaign expenses.

D. **Expenses:** include a *description and the total amount* for each of the following budget categories in this order:

Salaries	$_____	$_____
Payroll Taxes	$_____	$_____
Fringe Benefits	$_____	$_____
Consultants and Professional Fees	$_____	$_____
Insurance	$_____	$_____
Travel	$_____	$_____
Equipment	$_____	$_____
Supplies	$_____	$_____
Printing and Copying	$_____	$_____
Telephone and Fax	$_____	$_____
Postage and Delivery	$_____	$_____
Rent	$_____	$_____
Utilities	$_____	$_____
Maintenance	$_____	$_____
Evaluation	$_____	$_____
Marketing	$_____	$_____
Other (specify)	$_____	$_____
Total amount requested $_____	**Total project expenses** $_____

E. **Revenue:** include a **description and the total amount** for each of the following budget categories in this order; please indicate which sources of revenue are committed and which are pending.

	Committed	*Pending*
1. Grants/Contracts/Contributions		
Local Government	$_____	$_____
State Government	$_____	$_____
Federal Government	$_____	$_____
Foundations (itemize)	$_____	$_____
Corporations (itemize)	$_____	$_____
Individuals	$_____	$_____
Other (specify)	$_____	$_____
2. Earned Income		
Events	$_____	$_____
Publications and Products	$_____	$_____
3. Membership Income	$_____	$_____
4. In-Kind Support	$_____	$_____
5. Other (specify)	$_____	$_____
6. **Total Revenue**	$_____	$_____