

## ORGANIZATION INFORMATION

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Organization name:

Street address:

City:

State:

ZIP

EIN:

Phone:

Fax:

Organization Mission:

Organization website URL:

Total annual operating budget for organization (current year):

Percent of board members who give financially to the organization:

Total dollars donated by board members (most recently completed fiscal year):

Is this a 501(c) (3)  
organization?

Year of origin:

If so, is IRS Letter of  
designation attached?

## ABOUT REQUESTED AMOUNT

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Amount of request to this funder:

Total program cost:

Type of funding (select one from menu):

Organization General Operating

Program/Project Support

## ABOUT THE PROJECT/PROGRAM

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Program/project title:

Brief program/project description:

Program Category (select one from menu):

Education

Health & Human Services

Youth Programs

Volunteer Emergency Services

Cultural

Public Charities

Program start date or date funds are needed (or grant period start date):

Program end date (or grant period end):

Target geographic area (must be in GVTC service area):

Number of clients to be served by this program/project (during grant period):

## ABOUT CONTACT PEOPLE

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Primary organization/program contact name:

Primary organization/program contact title:

Phone:

Email:

## SIGNATURES

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Executive Director or CEO:

Date:

Board Chair:

Date:

## **NARRATIVE QUESTIONS**

Instructions to Applicants: Please review all questions before you start answering them, to avoid redundancy. The terms “program” and “project” are used interchangeably.

### **1. Problem or Need. (Limit: 250 words)**

Describe the problem or need your program/project will address.

(Note: The problem statement is not the same as the description of the population to be served; nor is this the place to describe your program.)

**2. Fit with Funder Mission. (Limit: 100 words)**

How is this program/project related to the priorities of the funder to whom you are submitting this request? (Here's your chance to make your case, just in case it's not obvious to the funder.)

### **3. People to be Served. (Limit: 200 words)**

Describe the population to be served by this program/project (with information such as age, gender, ethnicity, geographic area(s), income and/or poverty level). Please be sure to mention any demographics or other conditions that are important to this funder (for example, if this funder specializes in a particular population, health condition, etc., be sure to address that).

#### **4. Program/Project Description. (Limit: 250 words)**

Describe the program/project for which funding is being requested and its primary purpose. Briefly describe how the funds will be used (including program/project activities).

**5. Answer one of the following two bullet points, depending on whether your program/project is ongoing, or new to your agency: (Limit: 250 words)**

- If this is an ongoing program/project: What have been past indicators of success? What have been challenges to achieving success? Any recent enhancements?

- If this is a new program/project (new to your agency): What is the basis for expecting that the program/project will succeed? (Anecdotal information? Evidence-based practices? Literature review? Other?)

**6. Do you plan to collaborate with any other organizations on this program/project? (Limit: 200 words)**

If so, which ones and how? (If more than four agencies, state the number of agencies you collaborate with, and include an attachment listing their names.)

**7. How does this program/project fit with your organization's mission? (Limit: 150 words)**

**8. Any plans to sustain this program/project other than grants? (Limit: 100 words)**

We assume most nonprofits will sustain/continue their programs/projects by seeking additional grants.

## **9. Program/Project Evaluation - (Limit: 250 words)**

What change will occur in clients' lives as a result of this program/project, and how will you know that this has happened? (Identify the measurement tools you will use – qualitative or quantitative.)

NOTE: If your program/project does not produce lasting change in clients' lives, discuss other ways the program/project is making a difference?

**10. Organization Description/Background. (Limit: 200 words)**

Please describe your organization. Some suggested items to include: number of staff; number of volunteers (other than board members); clients served annually by entire organization; date established or founded; a list of your core services; impact or major accomplishments; a brief statement of your organization's vision for the next five years. Include the information you believe is most important to help the funder understand what makes your organization special.

**11. Relationship to the Field. (Limit: 250 words)**

- What other nonprofit organizations in your area provide similar services? How are your services or approach different from theirs?

- Does your organization coordinate services with other agencies, either formally (through a Memorandum of Understanding) or informally? (Not just on the proposed program/project.)

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## **Standard Attachments**

- Narrative (see attached instructions/questions)
  - Copy of IRS letter (501c3)
  - Current organizational budget
  - Program/project budget
  - A list of board members (each funder may require different details)
  - Most recent audited Financial Statements (If you have never had an audit, send balance sheet and profit & loss statement - for most recently completed fiscal year) or most recent IRS Form 990 if you prefer
  - Signed cover letter from CEO (unless using paper application with signatures)
  - List of major funding sources and amounts (or Schedule B from Form 990)
  - Organization chart
  - Letters of support or Memoranda of Understanding (for collaborative programs/projects)
  - Implementation timeline (for program/project grants)
  - Board presidents contact information
  - List of staff associated with this program/project
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