

# WISCONSIN COMMON GRANT APPLICATION FORM

(Revised March 2006)

The Common Grant Application (CGA) can be used for all types of proposals: special projects, capital and general operating support. Please note that there are some differences in the information required, depending upon the type of request.

A list of the funders who have agreed to accept this form is below. Please keep in mind that every funder has different guidelines, priorities, application procedures and timelines. Contact each funder before starting the Common Grant Application Form to ensure that they accept the CGA and that all their requirements will be met.

Information about individual grant programs is available from each funder, and at the Marquette University Funding Information Center at Marquette University Raynor Library: (phone 414/288-1515) or [www.marquette.edu/library/fic](http://www.marquette.edu/library/fic). Additional copies of the CGA may be requested from the Donors Forum of Wisconsin or Marquette's Funding Information Center.

## GENERAL INSTRUCTIONS

- The application has three parts. Be sure to complete each part.
- Type all proposals (minimum 10 point).
- Provide all of the information in the order listed.
- All questions relative to the request must be completed fully.
- Submit only one copy with numbered pages; do not bind or staple.
- Do **not** include materials other than those specifically requested at this time.

**For specific questions about the Common Grant Application, please call the Donors Forum of Wisconsin at 414/270-1978.**

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## Grantmakers that Accept the Common Grant Application Form (As of March 2006)

The following funders have agreed to accept the Common Grant Application Form. Other funders, not listed, may also accept the Common Application Form. *Before sending an application to any funder, be sure to check for their specific requirements.*

Aid Association for Lutherans  
Ashley Foundation  
Theodore Batterman Family Fdn  
Elizabeth A. Brinn Foundation  
City of Milwaukee  
Emory T. Clark Family  
Charitable Foundation  
Patrick & Anna M. Cudahy  
Fund  
Derse Family Foundation  
Elizabeth Elser Doolittle  
Charitable Trusts  
Barbara Meyer Elsner Fdn.  
Bucyrus-Erie Foundation  
Ralph Evinrude Foundation

Fleck Foundation  
Forest County Potawatomi  
Community Foundation  
Fortis Health Foundation  
Gardner Foundation  
Greater Milwaukee Foundation  
Harley-Davidson Foundation  
The Dorothy W. Inbusch  
Foundation  
J. T. Jacobus Family Foundation  
Richard G. Jacobus Family Fdn.  
Kohler Foundation  
Faye McBeath Foundation  
Jane Bradley Pettit Foundation  
Anthony Petullo Foundation

Roundy's, Inc.  
SBC  
St. Anthony's Foundation  
Siebert Lutheran Foundation  
Stackner Family Foundation  
TCF National Bank  
United Performing Arts Fund  
United Way of Gtr. Milwaukee  
Waukesha County Community  
Fdn.  
Wisconsin Energy Corp. Fdn.  
The Ziemann Foundation

**WISCONSIN COMMON GRANT APPLICATION FORM**  
**PART ONE: GRANT AND ORGANIZATION INFORMATION**

**Grant Request**

**Total Amount Requested:** \$ \_\_\_\_\_

Funder applying to: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Name of Project: \_\_\_\_\_

Duration of Project: from \_\_\_\_\_ to \_\_\_\_\_ When are funds needed? \_\_\_\_\_

Nature of Request:  capital  project  operating  program  endowment  other

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**Organization Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone number: \_\_\_\_\_ TTY: \_\_\_\_\_ FAX Number: \_\_\_\_\_

Email: \_\_\_\_\_ FEIN #: \_\_\_\_\_ Date of Incorporation: \_\_\_\_\_

Chief Staff Officer (Name & Title): \_\_\_\_\_ Phone number: \_\_\_\_\_

Contact Person (Name & Title): \_\_\_\_\_ Phone number: \_\_\_\_\_

Board Chairperson (Name & Title): \_\_\_\_\_ Phone Number: \_\_\_\_\_

Dates of organization's fiscal year: \_\_\_\_\_

Organization's total operating budget for past year \_\_\_\_\_ and current year \_\_\_\_\_

Please list the organization's staff composition in numbers:

Paid full time \_\_\_\_\_ Paid part-time \_\_\_\_\_ Volunteers \_\_\_\_\_ Interns \_\_\_\_\_ Other \_\_\_\_\_

Total staff (both professional and volunteer) \_\_\_\_\_

**Organization Information (cont.)**

Has the governing board approved a policy which states that the organization does not discriminate as to age, race, religion, sex or national origin? Yes \_\_\_ No \_\_\_

If yes, when was the policy approved? \_\_\_\_\_

Does the organization have federal tax exempt status? Yes \_\_\_ No \_\_\_ If no, please explain on separate sheet.

Please indicate if exempt under **Section 501(c)(3)** ? , or **Section 509(a)** ?

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**Population Served**

Please check the **primary** service category of organization (check only one):

? Arts/Culture ? Health ? Human Services ? Civil/Economic Development ? Education ? Environment

? Other (specify) \_\_\_\_\_

Provide percentages and/or descriptions of the populations the organization serves:

African-American \_\_\_ Caucasian \_\_\_ Native American \_\_\_ Asian American \_\_\_ Hispanic/Latino \_\_\_

Other \_\_\_\_\_

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**Authorization**

Has the organization's chief executive officer authorized this request? Yes \_\_\_ No \_\_\_

An officer of the organization's governing body (such as a board member) must sign this application:

The undersigned, an authorized officer of the organization, does hereby certify that the information set forth in this grant application is true and correct, that the Federal tax exemption determination letter attached hereto has not been revoked and the present operation of the organization and its current sources of support are not inconsistent with the organization's continuing tax exempt classification as set forth in such determination letter.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name/Title

\_\_\_\_\_  
Date

Remember to enclose all required support materials with the application (see Part Three).

## **PART TWO: GRANT PROPOSAL NARRATIVE**

**Please provide the following information in the order presented below. Note that some sections are not required for general operating support. Refer to the glossary of terms (last page) as needed when preparing the narrative. Use no more than five pages; excluding attachments.**

### **Organization Information and Background**

- Provide a brief summary of the organization's mission, goals, programs, and major accomplishments, success stories and qualifications.
- Show evidence of client & community support.

### **Project/Program Description (NOT required for general operating requests)**

- Abstract: Briefly describe the proposed program, how it relates to the organization's mission, capacity to carry out the program and who will benefit from the program.
- Explain the significance of the program and why the organization is qualified to carry it out.
- Describe the expected outcomes and the indicators of those outcomes.
- Document the size and characteristics of the population to be served by the program.
- Outline the strategy/methodology and timeline to be used in the development and implementation of the program.
- What is the plan to involve the population you intend to serve in the design?
- How does this program enhance the existing services in the community?

### **Evaluation**

- Briefly describe the evaluation process and how the results will be used (3 to 5 sentences).
- Explain how the organization will measure the effectiveness of the program.
- Describe the criteria for success.
- Describe the results expected to be achieved by the end of the funding period.

### **Funding Considerations**

- Describe plans for obtaining other funding needed to carry out the project/program or organizational goals, including amounts requested of other funders.
- If the project/program is expected to continue beyond the grant period, describe plans for ensuring continued funding after the grant period.
- List the top five funders of this project (if applying for a program grant) or organization (if applying for general operating support) in the previous fiscal year, the current year, and those pending for the next fiscal year.

## **PART THREE: REQUIRED ATTACHMENTS**

Submit the following attachments (in the order listed) with the completed proposal:

- 1) Complete list of the organization's officers and directors.
- 2) The organization's actual income and expense statement for the **past** fiscal year, identifying the organization's principal sources of support.
- 3) The organization's projected income and expense budget for the **current** fiscal year, identifying the projected revenue sources.
- 4) The organization's most recent audited financial statement including notes and IRS Form 990.
- 5) Copies of the IRS federal tax exemption determination letters.
- 6) Program Budget (multi-year if applicable). *NOT required for general operating requests.*
- 7) Grantee Report (if previously funded).

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**NOTE:** This is the end of the Common Grant Application Form. Make sure you have completed **each** section of all **three (3)** parts of the application. A glossary is included on the last page for your reference. Please contact the Donors Forum of Wisconsin if you have any questions about the application form. You must contact funders directly with questions about their guidelines, funding priorities, specific application procedures and deadlines.

## GLOSSARY OF TERMS

*(Please contact the Donors Forum if you have a question about a term not included here.)*

- Capital Request** – A planned undertaking to purchase, build or renovate a space or building, or to acquire equipment.
- Community** – The people living in the same district, city, state, etc.
- Contribution** – A tax-deductible gift, cash, property, equipment or services from an individual to a non-profit organization. Most often given annually.
- General Operating Support** – Funds, both contributions and grants, which support the ongoing services of the organization.
- Grants** – Generally an allocation from foundations, corporations, or government for special projects or general operating. May be multi-year or annual.
- Indicator** – The observable, measurable characteristic or change that represents achievement of the outcome.
- In-Kind Support** – A contribution of equipment/materials, time, and or services that the donor has placed a monetary value on for tax purposes.
- Methodology** – A sequence of activities needed to accomplish the program objectives.
- Outcomes** – The changes in (or benefits achieved by) clients due to their participation in program activities. This may include changes to participants' knowledge, skills, values, behavior, or condition of status.
- Performance Standard** – The number and percent of clients who are expected to achieve the result. Also called target, they should be based on professional judgment, past data, research, or professional standards.
- Program** – An organized set of services designed to achieve specific outcomes for a specified population that will continue beyond the grant period.
- Project** – A planned undertaking or organized set of services designed to achieve specific outcomes that begins and ends within the grant period. (A successful project may become an ongoing program.)
- Success Story** – An example that illustrates your program's effect on a client.