

**THE GUILFORD FOUNDATION
GRANT APPLICATION COVERSHEET**

(Please complete and return with completed Grant Application form.)

Today's Date: _____

Legal name of organization

Telephone & fax numbers

Address of organization (street, city, zip)

Executive Director/ CEO (name & title)

Email address

Contact Person if different than Executive Director/ CEO (name & title)

Principal purposes and services of your organization:

Number of employees: _____

Amount requested: \$ _____

**Brief summary of grant request and anticipated impact in one or more
Foundation Focus Areas:**

Signature of Executive Director/ CEO

THE GUILFORD FOUNDATION GRANT APPLICATION FORM

You may submit your proposal using the using the following narrative format or by using the Connecticut Common Application Form developed by the Connecticut Council for Philanthropy. A copy of that application form can be obtained here: [Common Application](#)

A. Proposal Narrative: Please limit your narrative to 5 pages. Use the following headings, sub-headings and numbers.

1. Organizational Information:

- a. Brief summary of your organization's history, mission and goals
- b. Description of current programs, activities and accomplishments
- c. Description of the population that the organization benefits
- d. Describe how the organization enhances the quality of life in Guilford

2. Purpose of this Grant:

- a. Statement of the community needs and issues that the grant seeks to address and the population served. Please be sure to identify Guilford Foundation **Focus Area(s)** that will be impacted.
- b. Description of project goals and objectives
- c. List project activities and timetable
- d. List of key individuals involved in the project and their qualifications
- e. How will our organization work with other agencies/ organizations?
- f. Describe strategy for sustaining this project beyond the grant period

3. Project Evaluation/ Publicity:

- a. Description of how you plan to evaluate the success of the project. Please list at least two measurable outcomes.
- b. Describe how your evaluation results will be used and/or disseminated
- c. Describe publicity for the project. How will you promote the Guilford Foundation?

B. Budget & Financial Information (provide dates each document covers)

- a. Budget for this grant request. Provide a detailed accounting of income and expenses. Document all other funding sources.
- b. Organization's annual operating budget for the current fiscal year. Provide narrative for those items requiring further explanation
- c. Provide most recent annual financial statement and management letter (as applicable)
- d. Provide most recent federal tax return (form 990). If you are not required to file the form, document the reason.

C. Supporting Materials (Please provide as applicable)

- a. Letter of determination from the IRS certifying tax exempt status under section 501 (c)(3)
- b. Most recent annual report
- c. Board membership with names and affiliations
- d. Letters of agreement, if this is a collaborative proposal