Grant Application

Deadlines for Grants are January 1st and July 1st

Proposal Checklist:

- ___ 12 copies of application
- ___ **Project financial statements:** project budget, organization budget
- ___ List of other funders and/or potential funders and amounts committed or requested for the specified project
- ___ List of Board of Directors

Grant Application

Date of Application: _____

Legal Name of Organization: _____

Contact Person/Title _____

Email: _____

Project Name: _____

Purpose of Grant: _____

_____

Beginning and Ending Project Dates: _____

Amount Requested: $_____   Total Project Cost: $_____

Is your organization an IRS 501(c)3 not-for-profit? _____ Yes _____ No

If no, check funder's guidelines to determine if the funder accepts fiscal sponsors or makes other arrangements as appropriate. Please explain:

_____

_____

_____

Please structure your proposal to provide the following information in the order indicated. Use the headings, subheadings, and numbers provided in your own word processing format to address the questions and issues posed in the outline. The questions reflect the general interests and concerns of grantmakers, but are not intended to be exclusive. Additional information pertinent to your project should be included. Be thorough yet strive for brevity. Although tightly written proposals are preferred, take the space you need to support your application. Grant applications are not to exceed 10 pages not including requested attachments.

1. Purpose of Grant
   - Describe the proposed program or project.
   - Identify the needs, problems, and/or opportunities to be addressed. What are the challenges to the project? Who else in the specified area is addressing this issue?
   - Identify the target population/geographic community served and how they will benefit. How will you reach this community?
   - Explain how the project contributes to and/or impacts the community.
   - What are the goals of the project? What methods will you use to achieve the objectives?
   - Outline the key staff and volunteers' qualifications and experience critical to the project
   - Identify other organizations and/or partners participating in the project and their roles.
   - Provide a timetable for the project.
   - Identify long-term funding resources for the project. How will the project be sustained?

2. Evaluation
   - Describe the plan for evaluation. For instance, how will evaluation results be used and/or disseminated? Who will be involved in the evaluation?

3. Attachments
   - Annual Report (if available).
   - **Project financial statement**: two-year project budget (expenses and income).
   - List of other funders and/or potential funders and amounts committed or requested for the specified project.

Addendum:
How will your program be sustained after the grant money is expended?

How will recognition be given to the Boys and Girls Foundation?

State in detail how the funds will be used to support your program?