

Harden Foundation Grant Application

Deadlines: (March 1, September 1)

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Before You Begin: Strategies for a Successful Grant Application

Dear Nonprofit Colleague:

Some strategies for successful grant seeking include:

- Research the funding interest of the foundation before applying and obtain a copy of its current grant guidelines.
- Familiarize yourself with the application process and procedures.
- Follow the specified format and any specific instructions.

Please research the grant guidelines and instructions before applying for a grant.

WHAT IS THE PURPOSE OF THE GRANT APPLICATION FORMAT?

The application is designed to benefit both grantseekers and grantmakers. It is not simply a form to be filled in. It is a format to be used as an outline for organizing and writing proposals.

HOW SHOULD YOU USE THE GRANT APPLICATION FORMAT?

Read this entire document before you begin. Pay attention to the instructions. You may duplicate the forms if necessary. Copies can be downloaded from the Harden Foundation website.

HOW SHOULD YOU START?

Know your purpose. Clarify your organization's priorities and purpose in seeking funds.

WHAT SHOULD YOU DO NEXT?

Conduct research to identify if grants are made to your type of organization and in your geographic area. Review grant guidelines and make certain that the purpose of your proposal fits within the Harden Foundation guidelines.

THE REVIEW PROCESS

During the review process, staff members may ask various people for information, including your organization's board members, other agencies and grantmakers, clients, and members of the community. If you do not wish us to contact any of these sources, please let us know.

TIP - Do not simply produce a mass mailing of a single proposal.

Take care to tailor each request, particularly in the narrative, to the specific interests of each funder.

TIP - Share your passion, your organization's uniqueness and strengths and how you will make a difference through your outcomes.

Harden Foundation Grant Application Checklist

Each item listed on this Grant Application Checklist should be enclosed in this order with your application. Note that incomplete proposals will not be accepted. Please do not type answers on this checklist; indicate the items enclosed by marking the corresponding box. Submit **one copy** of the completed Grant Application packet (see Section III, Submitting your Application), including the following:

I. General Forms

- A completed and signed Grant Application Form (two pages) – with signature of authorized representative
- A letter from the Board Chairperson or Board member indicating approval for this grant application

II. Proposal Narrative (3 - 5 pages only), including the following information:

Introduction and Background of Organization (incorporating the following points:)

1. Briefly describe your organization's history and major accomplishments
2. Describe your current programs and activities
3. Who is your constituency (be specific about demographics such as race, gender, ethnicity, age, sexual orientation and people with disabilities)? How are they actively involved in your work and how do they benefit from this program and/or your organization?

TIP - Be clear and succinct.
Grantmakers appreciate a concise

Describe Your Request (incorporating the following points):

1. Problem statement: what problems, needs or issues are addressed, and how was this determined?
2. How does your work address and/or change the underlying or root causes of the problem?
3. If other than general operating support, describe the program for which you seek funding, why you decided to pursue this project and whether it is new or an expansion of an existing program
4. Include a list of all other grant requests (pending and approved) for this project, showing funding source and amount requested

Evaluation

1. Please include in your 3-5 page narrative:

- a. What are the goals, expected outcomes and activities involved in this request, and when will each be accomplished?
- b. Provide a clear plan for the evaluation of the results of the program/project in relation to its stated objectives. How will you show that the expected outcomes were met? Include:
 - Expected outcomes

TIP - Set measurable goals and specify
your plans to communicate
with the funder during the grant period.

III. Project Budget

- A detailed program/project budget, in your agency's normal format, showing revenues and expenses for the total program/project, and explaining how the funds requested in this application would be allocated (for the year(s) reflected in the grant request). Note: requests for operating support will not require a program/project budget, but please indicate in your narrative how the requested funds will be allocated.

IV. Organizational Structure

- A list of the current Board of Directors with related demographic information (include name, city of residence and profession of each Board member)
- Staff roster with name and title
- Organization Chart, if available

TIP – Follow the budget and financial instructions carefully and include all information requested.

V. Organization's Financial Statements

- A detailed organization current annual budget (for the year reflected in the grant request), showing both income and expenses
- Complete financial statements for the most recently completed fiscal year including:
 1. **Balance Sheet or Statement of Financial Position.** This financial statement lists the organization's assets and liabilities by category at a specific point in time. Examples of asset lines are cash, accounts receivable, prepaid expenses, property and equipment. Examples of liability lines are accounts payable, salaries and wages payable, accrued vacation, plus equity/real estate, vehicles, and long term debt.
 2. **Profit & Loss Statement or Statement of Activities.** This financial statement lists income and expenses by categories. Examples of income categories are grants, individual donations, earned revenue and events. Examples of expense lines are salaries and wages, payroll taxes, insurance, contract services, occupancy/utilities/rent, insurance and vehicle operation/maintenance.
- Complete year-to-date financial statements: 1) Balance Sheet or Statement of Financial Position; and 2) Profit & Loss Statement or Statement of Activities. If your year-to-date statements cover a period of three months or less, please provide financial statements for two completed years, including both the most recently completed fiscal year and the prior year's statement.
- A list of the ten largest financial gifts (grants or gifts from individuals or organizations) received in your most recent fiscal year (donors who have requested anonymity may be listed as Anonymous)

V. Other

- If applicable, a completed Grant Report for a previous grant, if not already submitted (Please refer to the specific grant agreement/contract).

SUBMITTING YOUR APPLICATION

Please refer to the Harden Foundation website for proposal deadlines and other information about submitting an application.

A. By E-mail:

Applications via e-mail can be sent to:

- grants@hardenfoundation.org

The preferred format is one scanned PDF document comprising all parts of the application, signed as appropriate, in the order requested.

- If necessary, documents such as the narrative, financials, audit, board list and Impact Plan, may be scanned as separate PDF files
- Please do not scan the individual pages of a document as separate files. For example, don't create a separate PDF document for each page of the narrative
- If you are including a Grant Report for a previous grant, this should be a separate document

For other formats:

- Use standard typeface no smaller than 11 points with 1" margins
- Save in standard Word or Excel format
- To comply with audit requirements for signatures, if you email unsigned files:
 - MAIL a signed Common Grant Application Form (page 6 of this packet)
 - MAIL a signed Board Approval letter (Section I.D. of this checklist).

B. On Paper:

Applications are accepted by U.S. mail or by hand delivery

Send one complete copy of your grant application.

- Use standard typeface no smaller than 11 points
- Use 8 ½ x 11" white paper only with 1" margins
- Print your application single-sided
- Collate the parts in the order listed on the checklist
- Do not bind your application or put your application in a presentation folder
- Do not use tabs or separate sheets of paper to divide your application into sections
- Clip the application together with a single clip. Do not staple any portion of the application
- Faxed applications are not accepted

Harden Foundation Grant Application Form

Please provide the information requested on this form **completed on these two pages only**. Please do not type "see attached" on any item. You may print this form on your computer, or type directly on the form. Please do not bind your application or put your application in a presentation folder. Clip the application together with a single clip - do not use staples.

A. ORGANIZATION AND PROGRAM/PROJECT INFORMATION

1. Legal organization name: _____

2. Year organization was founded: _____

3. Tax status: Tax ID # (EIN): _____

___ 501 (c) (3) nonprofit

___ 501 (c) (____) Specify: _____

___ Other status: _____

4. Organization address: _____

5. Telephone: _____

6. Fax: _____

7. Organization website: _____

8. Executive Director or principal officer (Name and Title): _____

9. Email: _____

10. Contact for this proposal: _____

11. Daytime telephone: _____

12. Email: _____

13. Mailing address, if different from above: _____

14. Amount requested: _____

15. Period grant will cover: _____

16. Type of request (check all that apply):

___ General Support

___ Program/project support

___ Capital Project

___ Organizational Development

___ Other _____

17. Program/Project Title: _____

18. Total Project Budget: _____

19. Total organizational budget (current year): _____

20. Percentage of budget spent on fundraising (derive from Part IX, 5.D on the organization's 990): _____

21. Fiscal Year ending date: _____

22. Summary of the organization's mission (two to three sentences): _____

23. Summary of the project or grant request (two to three sentences): _____

24. Who will be served by the project or grant {demographics, direct number served and service area(s)}?

B. BOARD OF DIRECTORS INFORMATION

1. What is the minimum and maximum number of Board members required by your organization's Bylaws?

2. How much **money** did the Board of Directors (your organization's governing board) contribute to the organization in the most recent fiscal year?

3. What percentage of the Board of Directors donated funds? _____

C. ORGANIZATION AGREEMENT and SIGNATURE

The organization hereby agrees that funds, if granted, will be used only for the purpose described above unless written approval from the grantmaker is received.

Signature of authorized representative

Print Name and Title

Date Application Submitted

Helpful Hints – Preparing a Program/Project Budget

The budget tips and sample provided below are meant to serve as a guide, not a mandatory budget format. Your budget does not have to duplicate this format exactly.

TIPS ON PREPARING A PROJECT BUDGET FOR YOUR GRANT APPLICATION

- Clearly depict how much money is needed and how it will be used
- The budget should include sources (income) and uses (expenses) of funds
- Sources of funds should include names of other funding organizations and amounts pledged or received as well as amounts still needed to be raised and possible sources for those funds
- Indicate the time period covered by the budget
- Indicate if requested expenses are one-time or ongoing
- Make sure that you have accounted for all costs, such as benefits and payroll taxes as well as salaries, so that there will be no surprises mid-project
- Finally, make sure all the numbers add up

SAMPLE BUDGET CATEGORIES

Below is a list of suggested budget categories to use when developing your proposal budget. The clearer you are about where funds are coming from and how they will be used, the easier it will be for the reviewer to assess your financial need.

Sources of Funds

- ✓ Federal/state/local grants or contracts
- ✓ Bequests
- ✓ Corporate and foundation grants
- ✓ United Way and Federated Campaigns
- ✓ Other fundraising, such as individual gifts and special events
- ✓ Other types of income (fees, membership dues, sales of publications or merchandise, etc.)

Uses of Funds (Expenses)

- ✓ Salaries, benefits and payroll taxes
- ✓ Professional or consulting fees
- ✓ Insurance
- ✓ Travel and transportation
- ✓ Supplies, copying, postage
- ✓ Rent and utilities
- ✓ Maintenance
- ✓ Staff training and development
- ✓ Administrative overhead
- ✓ Equipment—non-capitalized (minor)
- ✓ Equipment—capitalized (major)
- ✓ Other services

SAMPLE FORMAT FOR A PROGRAM/PROJECT BUDGET

Organization Name: ABC Nonprofit

Program Name: Kids and College

Program Date: 7/1/14– 6/30/15

Request to: (Name of Funder)

		Sources of Funds:				
Income:	(Name of this funder) This Request	<u>Other Proposals</u>	<u>Committed Funds</u>	<u>Program Revenue</u>	TOTAL	<u>Actual</u> (Leave this column blank until the final grant report)
(Name of Funder)	\$25,000				\$25,000	
Foundation A		\$50,000			\$50,000	
Foundation B			\$2,500		\$2,500	
State Grant		\$2,500			\$2,500	
Annual Silent Auction				\$10,000	\$10,000	
Donations from individuals				\$5,000	\$5,000	
	\$25,000	\$52,500	\$2,500	\$15,000	\$95,000	

Expenses:	(Name of Funder)	<u>(Other Source)</u>	<u>(Other Source)</u>	<u>Program Revenue</u>	TOTAL	<u>Actual</u> (Leave this column blank until the final grant report)
<u>Ongoing:</u>						
Salaries:						
Program Manager	\$15,000	\$30,000			\$45,000	
Part-Time Staff 1			\$2,500		\$2,500	
Part-Time Staff 2		\$2,500			\$2,500	
Taxes and Benefits	\$2,000				\$2,000	
Professional Services (Evaluation)				\$5,000	\$5,000	
Supplies		\$5,000			\$5,000	
Travel		\$5,000		\$5,000	\$10,000	
Publications and Postage		\$5,000			\$5,000	
Rent and Utilities				\$4,000	\$4,000	
<u>One-time:</u>						
Staff Training	\$3,000	\$6,000		\$1,000	\$10,000	
Equipment	\$5,000				\$5,000	
	\$25,000	\$52,500	\$2,500	\$15,000	\$95,000	