

Information Most Commonly Asked for on Grant Applications

About your organization:

What is your organization name?
What is the organization address?
What is the organization phone number?
What is your tax ID or EIN number?
What is your tax status?
Please provide an overview of your organization
What is the number of full-time employees?
What is the number of part-time employees?
What is the number of volunteers?
What is the year that the organization was established?
Who serves on your board of directors?
Provide a snapshot of your organization's financial status and history

About you and the project leader (if two separate people):

Name/Title
Contact Information (Phone Number, Address, E-Mail)

About your project/program:

What is the type of support requested?
What is the amount requested?
Project/Program Title?
Proposed number of people to be served?
Term
Description of request
Statement of need
What is the budget breakdown?
Where will funds be spent?
If money is to go to an individual, how will you determine who that is and why?

Project Evaluation and Objectives:

Describe how you will measure the success of the project
What do you expect to accomplish with your project?
How and when will you know you have succeeded?
List at least three program objectives written in measurable terms
What is the timeline?
Purpose
Description of activities
Sustainability plan
Challenges
Goals

Information about your students and where you are located:

Demographics for request
Gender of population served
Age group served
Ethnicity of population served
Population served
Geographical area served
Additional demographics
Project/program area

Budget and Expenses:

Total project/program or capital budget
Current project/program or capital budget revenue
Current project/program or capital budget expenses
Fiscal year end date of organization
Previous year project/program or capital revenue
Previous year project/program or capital expenses
Unrestricted net assets
Total net assets
Fiscal year budget date
Total annual organization operating budget
Board approved budget projection - revenue
Board approved budget projection - expenses
Percent of total expenses allocated toward administrative costs
Current market value of endowment
Operating deficit

Files to be uploaded:

Board List
Organization Summary
Organizational Budget
Project Budget
Other Funding Sources
Financial Statements
IRS Determination Letter