

WASHINGTON
Regional Association of
GRANTMAKERS

Common Grant Application Format

Formatting notes

- Proposals should be printed on white paper, using a 12-point font (Times or similar) and one-inch margins on all sides; pages should be numbered.
- Proposals should not be placed in binders or folders; one staple or paper clip in the upper-left hand corner, securing all pages, is sufficient.

I. Executive Summary (1-2 pages, single-spaced)

1. Application date
2. Organization's name and contact information (full address, including mailing address if different, telephone, fax, and Web address)
3. Organization's federal tax-exempt number
4. Contact person's name, title, and contact information (telephone, fax, e-mail)
5. Dollar amount of this funding request
6. Total program budget (if applicable)
7. Total current organizational budget and fiscal year
8. Period this funding request will cover
9. Purpose of this funding request, including target population, number of individuals, and geographic area(s) that will benefit from this proposal
10. Brief organizational history and brief description of previous year's accomplishments
11. Total support from this funder for the past three years: List year, amount, and purpose for all support
12. Signature of executive director

II. Narrative (No more than 8 double-spaced pages)

1. **For All Requests:** Information on Your Organization
 1. Describe, in one paragraph, the organization's history, mission, and goals.
 2. Describe current programs and activities, and recent organizational accomplishments.
 3. How will this request enable the organization to build its capacity, address current limitations, and/or improve its ability to meet program or organizational goals?
 4. Describe briefly the involvement of your target population(s) in implementing the work of the organization, if applicable.

PLEASE COMPLETE THE ONE SECTION BELOW WHICH IS RELEVANT TO THIS REQUEST.

Be sure that the foundation to which you are applying supports the type of request you are making.

B. For Program Requests (including capacity building projects)

1. What is the issue/need to be addressed and evidence of that need?
2. For a **new** program: how was the program approach developed?
3. For an **ongoing** program: what measurable *outcomes* (*defined as concrete changes or impact*) have been achieved over the past year?
4. Does this program use best practices – i.e., is this program based on a program that has been shown to be effective in other settings, based on national standards, etc? If so, please describe.
5. What is the plan for implementation? (Narrative, table, or logic model format is acceptable.) What existing community resources (e.g., facilities, people) will be used? If applicable: what is the target population's involvement in *this program's* development and implementation?
6. Based on the implementation plan, what measurable outcomes will be achieved during this grant period? What are the measurable longer-term outcomes of this program? What methods/strategies will be used to gather data on the project? How will the program evaluation be used?
7. How does this program fit into the work of this organization?
8. How does this program relate to the work of other organizations in the same field and/or geographic area?
9. What resources (financial, personnel, partnerships, etc.) will be needed to sustain this effort over time? How will those resources be secured?

C. For General Support Requests

1. What are the issue(s) or need(s) to be addressed and the evidence of those issues or needs?
2. For a **new** organization: how and why was the organization formed?
3. For an **existing** organization: what measurable *outcomes* (*defined as concrete change or impact*) have been achieved over the past year?
4. Does the organization use best practices – i.e., are any programs or operations based on ones that have been shown to be effective in other settings, based on national standards, etc? If so, please describe.
5. What are the plans for the organization's major program activities? (Narrative or table format is acceptable.) What existing community resources (e.g., facilities, people) will be used?
6. Based on these activities, what measurable outcomes will be achieved during this grant period? What are the measurable longer-term outcomes of the organization's work? What methods/strategies will be used to gather data? How will the evaluation be used?
7. How does the work of this organization relate to the work of other organizations in the same field and/or geographic area?
8. What resources (financial, personnel, partnerships, etc.) will be needed to sustain the organization over time? How will those resources be secured?

D. For Capital Campaign Requests: Capital campaign requests are designated for the acquisition, construction, renovation, or improvement of a property. Include information on the following, as applicable to your organization’s request.

1. Discuss the need, feasibility, and cost of the capital campaign, and its implications for the organization’s ongoing operational expenses.
2. Specify contributions in hand as well as pending or prospective.
3. Specify loans, including amounts and terms.
4. Include the financial participation in the campaign of the board and the capital/leadership campaign committee (percent participating and total contributed).
5. Specify whether purchase agreements or purchase options are signed or imminent. Specify also whether regulatory approvals (e.g., Certificate of Need, zoning, historic preservation, environmental impact) in place or are imminent.
6. Indicate if timing is a factor, i.e., if a “window of opportunity” exists that affects the success of the campaign.

III. Finances (for all requests) – This information is not considered part of the narrative.

The following information must accompany all proposals, regardless of the size of the request. Not all categories may be applicable to your organization or request. You may submit this information in the format most convenient to you; it must, however, include as much of the following detail as possible. Footnotes may be used to explain budget items.

A. For all requests

1. Fiscal year
2. Financial statements:
 - a. For previous fiscal year: organizational budget v. actual, for both revenue and expenses (using categories below)
 - b. For current fiscal year:
 - i. Organizational budget v. actual, for both revenue and expenses (using categories below)
 - ii. Organization’s year-to-date Statement of Financial Position (Balance Sheet) and year-to-date Statement of Activities (Income Statement)
 - c. If this application is being made during the last quarter of the organization’s fiscal year, provide the organization’s projected/proposed/draft budget for the next fiscal year
3. If available: most recent audited financial statements (include auditor’s letter and notes). If you do not have an audit, provide pages 1-6 of most recent IRS Form-990.

B. For Program Requests (including capacity building and capital campaign requests) - In addition to the information requested above:

1. Financial statements:
 - a. For previous fiscal year: program budget v. actual, for both revenue and expenses (using categories below)
 - b. For current fiscal year: program budget v. actual, for both revenue and expenses (using categories below)
 - c. If this application is being made during the last quarter of the organization’s fiscal year, provide the program’s projected/proposed/draft budget for the next fiscal year

Revenue Categories: For each category, list specific amounts requested from foundations, corporations, and other funding sources for this proposal, as well as the status of those requests (pending or committed). For pending requests, please indicate the date you expect notification.

1. Grants/Contracts:
 - a. Local/State/Federal Governments (please list source(s))
 - b. Foundations
 - c. Corporations
 - d. United Way/Combined Federal Campaign and other federated campaigns
 - e. Individual donors
 - f. Other (specify)
2. Earned Revenue
 - a. Events
 - b. Publications and Products
 - c. Fees
 - d. Other (specify)
3. Membership Income
4. In-Kind Support (donated goods, services, equipment, non-cash items, volunteer hours)
5. Other (specify)
6. Total Revenue

Expense categories: Include the total amount for each category relevant to your organization. Skip categories where you have no expenses. Please show two columns – one listing the total expense and one listing the specific costs requested in this grant proposal.

1. Salaries (total salary budget, number of positions, and whether full- or part-time)
2. Payroll Taxes
3. Fringe Benefits
4. Consultants and Professional Fees (itemize type(s) of consultant(s) and fees)
5. Travel
6. Equipment
7. Supplies
8. Printing and Copying
9. Telephone and Fax
10. Postage and Delivery
11. Rent and Utilities
12. Maintenance
13. Technology (if budgeted separately – specify hardware/software capital spending, maintenance, and/or training)
14. Evaluation
15. In-kind expenses
16. Other (specify)
17. Total Expenses

IV. Required Attachments (for all requests) –This information is not considered part of the narrative.

1. A copy of your current IRS tax-exempt determination letter. If tax-exempt status is pending, provide an explanation of application status.
2. A one-page organizational chart.
3. Short biographies (no more than 1/2 page) of staff and volunteers essential to the success of this request.
4. List of board members with terms, occupations, and places of employment.
5. Current, dated Memoranda of Understanding or Memoranda of Agreement with other organizations for collaborative or cooperative activities, as appropriate.
6. For Capital Spending Projects: list of members of the capital campaign/leadership committee.
7. Annual report, if available.