



PHILANTHROPY NORTHWEST COMMON GRANT APPLICATION FORM

COMMON GRANT APPLICATION FORM

Information for Grantseekers

The Common Grant Application Form was developed by a committee of Philanthropy Northwest to facilitate the application process for grantmakers and grantseekers within its region. It is designed either to be completed by typewriter and copied, or completed and stored on your agency's computer.

The following checklist outlines the sequence of steps to complete an application:

- Study the guidelines, please refer to the current **Philanthropy Northwest Member Directory** to determine whether your project or program matches the interests of the funder(s) you wish to contact, and to find out how to obtain guidelines. (The **Directory** can be purchased through the Philanthropy Northwest office or online at www.PhilanthropyNW.org, and is available at the downtown branch of the Seattle Public Library and all Foundation Center funding resource collections in Alaska, Idaho, Montana, Oregon and Washington.)
- Note any requirement **in addition to** what the common grant application form requires (e.g., number of proposal copies, application deadlines, etc.). For some organizations, you **must** first write a letter of inquiry requesting an application form (see lists below).
- Applications must be accompanied by a cover letter (no more than one page) in which you state your request and proposed use of funds. This letter should be signed by your executive director **and** your board president.
- Fill out the application form completely.
- Complete the narrative section on page three. Please, no more than four pages total (type no smaller than ten point, margins no smaller the one inch).
- Enclose all the supporting material requested on page four.

APPLICATION MADE TO: _____ DATE: _____
(NAME OF FUNDING SOURCE)

_____ APPLICANT ORGANIZATION _____

NAME: _____ Year organization incorporated: _____

ADDRESS: (included street address if different)

Is the name at left the same as
it appears on the IRS Letter of
Determination? Yes No

If not, explain: _____

CHIEF EXECUTIVE'S NAME & TITLE: _____

CONTACT'S NAME & TITLE (if different): _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

ORGANIZATIONAL DEMOGRAPHICS:

Number of full time staff: _____

Number of part time staff: _____

Number of volunteers: _____

GEOGRAPHIC AREA: _____

OPERATING BUDGET TOTAL FOR CURRENT FISCAL YEAR:

Fiscal Year: _____
From _____ To _____

SOURCES OF INCOME:

Government	Federal _____ %	Fees/Earned Income _____ %
	State _____ %	Individual Contributions _____ %
	County _____ %	United Way _____ %
	City _____ %	Workplace Campaigns _____ %
		(not United Way)
	Corporate and/or Foundation Grants _____ %	
		Special Events _____ %
		Memberships _____ %

_____ PROPOSAL _____ Other _____%

AMOUNT OF THIS REQUEST: \$ _____ FUNDS NEEDED BY: _____

TIME FRAME IN WHICH FUNDS WILL BE USED: _____
From _____ To _____

Check one of the following:

GENERAL OPERATING SUPPORT PROJECT SUPPORT

If for project support, complete the following:

PROJECT NAME: _____

TOTAL PROJECT COST: \$ _____ PERCENT THIS REQUEST OF PROJECT TOTAL: _____%

PROJECT COST PER CLIENT (if applicable): \$ _____

PROJECT TYPE:

- Capital:
 - construction
 - renovation
 - equipment
- Endowment
- Specific Program
- Other (describe)

1. WHO WILL PROJECT SERVE:

2. HOW MANY WILL PROJECT SERVE:

3. WHAT GEOGRAPHIC AREA WILL PROJECT SERVE:

FUNDERS REQUEST THAT YOU LIMIT THE LENGTH OF YOUR ANSWERS FOR THE FOLLOW-ING QUESTIONS TO NO MORE THAN A TOTAL OF FOUR PAGES.

1. **APPLICANT ORGANIZATIONAL BACKGROUND**
Include organizational mission statement and purpose, organizational qualifications, history of accomplishments, governance, area and population served, role or volunteers. (If this is a collaboration, describe the lead agency and its relation to others involved.)

2. **NEEDS STATEMENT**
Identify the needs your agency or this proposal will address. Acknowledge similar existing projects or agencies, if any, and explain how your agency or proposal differs, and what effort will be made to work cooperatively.

3. **PROPOSAL**
 - A. How will your proposal address identified needs?
 - B. Projected goals, objectives, timeline, anticipated impact.
 - C. Expected role of volunteers.*
 - D. Number and types of people who will benefit from your proposal.
 - E. How will you monitor your work and how will you measure success or effectiveness?
 - F. What are your other potential and actual sources of support for this proposal?
Where do you expect to find future support?

4. **APPROPRIATENESS TO FUNDER'S MISSION**
Explain how your project or program meets this particular funder's guidelines and criteria.

5. **ADDITIONAL INFORMATION**
Please address here anything else about your organization or project you think is relevant to this proposal.

*If pertinent to this application, how many of the potential funder's employees are volunteers in you organization?

ATTACHMENTS

In addition to the cover letter and the information required on the Common Grant Application Form, please attach the following:

1. Verification of tax-exempt status under Section 501(c)(3) of the IRS code.
2. List of current board members (include member affiliations and any other pertinent information).
3. List of key organizational staff, including titles and main functions.
4. IRS Form 990 (if available).
5. Most recent audited financial statement (if available).
6. A one-page summary of actual income and expenses for the past two complete years; a one-page listing of funding sources and amounts received from these sources over the past two years.
7. Organization's current year operating budget.
8. A detailed budget of the project for which funds are being sought (if applicable).
9. If the project for which you are seeking funds is a collaboration with other agencies, include letters or other documentation from the collaborating agencies.