

**GENEROSO POPE FOUNDATION
Grant Application**

Cover Sheet

Date:

Organization Information

<i>Name of organization</i>		<i>Legal name, if different</i>	
<i>Address</i>	<i>City, State, Zip</i>	<i>Employer Identification Number (EIN)</i>	
<i>Phone</i>	<i>Fax</i>	<i>Web site</i>	
<i>Name of top paid staff</i>	<i>Title</i>	<i>Phone</i>	<i>E-mail</i>
<i>Name of contact person regarding this application</i>	<i>Title</i>	<i>Phone</i>	<i>E-mail</i>

How long has the organization been in existence? _____ IRS 501(c)(3) No. _____

Number of paid staff: Full time: _____ Part time: _____

Proposal Information

Please provide a very brief summary of request:

Geographic area served by the organization (statewide/ counties/ neighborhoods):

Number of persons served by the organization: _____

Funds are being requested for: _____ General Operating Support _____ Project/ Program Support

Project dates (if applicable): _____ Fiscal year end: _____

Start Date: _____ Finish Date: _____

Budget

Dollar amount requested:	\$ _____
Total annual organization budget:	\$ _____
Total project budget (for support other than general operating):	\$ _____

Authorization

Name and title of top paid staff or board chair: _____

Signature: _____

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PROPOSAL NARRATIVE

I. ORGANIZATION INFORMATION

- A. Brief summary of organization mission and goals.
- B. Brief description of organization's current programs or activities, including any service statistics and strengths or accomplishments.
- C. Number of board members, full-time paid staff, part-time paid staff and volunteers.
- D. Your organization's relationships – both formal and informal – with other organizations working with to meet the same needs or providing similar services. Please explain how you differ from these other organizations.

II. PURPOSE OF GRANT

General operating funding proposal: Complete Section A below and move to Part III - Evaluation.

Project/Program funding proposal: Complete Section B below and move to Part III - Evaluation.

A. General Operating Proposal

- 1. Overall mission/goal(s) of the organization for the funding period.
- 2. Objectives or ways in which you will meet the goal(s).
- 3. The opportunity, challenges, issues or needs currently facing your organization.
- 4. Long-term funding strategies.
 - a. Describe plans for obtaining other funding needed to carry out the organizational goals, including amounts requested from other funders.

B. Specific Project/ Program Proposal

- 1. Abstract of Project/Program
 - a. Briefly describe the proposed project/ program (the projects primary purpose and the need or problem that the Organization is seeking to address).
- 2. Details of Project/Program
 - a. Explain the significance of the project/program and why the Organization is qualified to carry it out.
 - b. Describe the expected outcomes and the indicators of these outcomes.
 - c. Document the size and characteristics of the population to be served by the project/program.
 - d. Outline the strategy/methodology and timeline to be used in the development and implementation of the project/program.
 - e. How does this project/program enhance the existing services to the community served by the Organization.
 - f. Long term funding strategies for the project/program:
 - i. Describe plans for obtaining other funding needed to carry out the organizational goals, including amounts requested from other funders.

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III. EVALUATION

- A. Explain how the organization will measure the effectiveness of the organization or project/program.
- B. Please describe the criteria for success.
 - a. Briefly summarize the desired result of the Organizations activities.
 - b. Describe both immediate and long-term effects.
- C. Describe who will be involved in evaluating this work (staff, board, constituents, community, consultants).
- D. Describe how the results of the evaluation will be used.

ATTACHMENTS

Generally the following attachments are required:

- 1. Financial Organization Portrait
 - a. Annual Operating Budget for the **current** year including income and expenses.
 - b. IRS 501 (c)(3) Determination letter, if applicable
 - c. Most recent Financial Statement for the **past** fiscal year, audited if available, showing actual expenses (or statement of income and expenses).
 - d. Federal Form 990 tax return including Schedule A, if applicable.
 - e. List of additional funders. Including names of corporations and foundations from which you are requesting funds, with dollar amounts, indicating which sources are committed or pending.
 - f. *For Project/ Program proposals ONLY:* Project Budget, including income and expenses.
- 2. Organizational Portrait
 - a. Complete list of the organization's officers and directors

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ORGANIZATION BUDGET

This format is optional and can serve as a guide to budgeting. If you already prepare an organization budget that contains this information, please feel free to submit it in its original form. Feel free to attach a budget narrative explaining your numbers if necessary.

INCOME

<u>Source</u>	<u>Amount</u>
<i>Support</i>	
Government grants	\$
Foundations	\$
Corporations	\$
United Way or other federated campaigns	\$
Individual contributions	\$
Fundraising events and products	\$
Membership income	\$
In-kind support	\$
Investment income	\$
 <i>Revenue</i>	
Government contracts	\$
Earned income	\$
Other (specify)	\$
	\$
	\$
	\$
Total Income	\$

EXPENSES

<u>Item</u>	<u>Amount</u>
Salaries and wages	\$
Insurance, benefits and other related taxes	\$
Consultants and professional fees	\$
Travel	\$
Equipment	\$
Supplies	\$
Printing and copying	\$
Telephone and fax	\$
Postage and delivery	\$
Rent and utilities	\$
In-kind expenses	\$
Depreciation	\$
Other (specify)	\$
	\$
	\$
Total Expense	\$
Difference (Income less Expense)	\$

Grant Application Form

PROJECT/PROGRAM BUDGET

For Project/Program Proposals ONLY

This format is optional and can serve as a guide to budgeting. If you already prepare project budgets that contain this information, please feel free to submit them in their original forms. Feel free to attach a budget narrative explaining your numbers if necessary.

<u>Source</u>	<u>INCOME</u>	<u>Amount</u>
<i>Support</i>		
Government grants		\$
Foundations		\$
Corporations		\$
United Way or other federated campaigns		\$
Individual contributions		\$
Fundraising events and products		\$
Membership income		\$
In-kind support		\$
Investment income		\$
Board Involvement		
<i>Revenue</i>		
Government contracts		\$
Earned income		\$
Other (specify)		\$
		\$
Total Income		\$

<u>Item</u>	<u>EXPENSES</u>	<u>Amount</u>	<u>%FT/PT</u>
Salaries and wages (breakdown by individual position and indicate full- or part-time.)		\$	
		\$	
		\$	
		\$	
		\$	
SUBTOTAL		\$	
Insurance, benefits and other related taxes		\$	
Consultants and professional fees		\$	
Travel		\$	
Equipment		\$	
Supplies		\$	
Printing and copying		\$	
Telephone and fax		\$	
Postage and delivery		\$	
Rent and utilities		\$	
In-kind expenses		\$	
Depreciation		\$	
Other (specify)		\$	
		\$	
Total Expense		\$	
Difference (Income less Expense)		\$	