**Grant Application Form**

**I. Organization Information**

Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail and/or Website (if appropriate) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Executive Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact person (if other than Executive Director) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**II. Proposal Summary (Executive Summary)**

Short paragraph including the amount of funding requested and general description of the project/intended use of funds.

**III. Organization Description and History**

About one page in length explaining the organization’s history, structure, activities, major accomplishments, and established partnerships relevant to the grant project. It should act as an explanation of how the organization is an appropriate grantee.

**IV. Background**

A few paragraphs providing an explanation about the need for the grant program. It should include evidence that the issue exists and how the proposed program will help mitigate the issue. This section should demonstrate why the organization’s program should receive funding over others.

**V. Project Description (Program Narrative)**

Provide a detailed description of the program including a date range, goals, activities that will help achieve these goals, measurement and evaluation processes, and expected results. This section can also include information about the staff involved in the project.

**VI. Project Timeline**

This section should show the order of activities mentioned in the description and include information about how/when funds will be spent.

**VII. Budget**

Detailed table of how funds requested will be spent.