**NATIONAL COMMON GRANT APPLICATION FORMAT**

Many foundations don’t have their own grant application guidelines or templates. They simply state in writing: “Submit a Common Grant Application.” When you see these instructions, you can use the National Common Grant Application format to prepare your proposal. Just be sure to include a cover form with your submission.

***Note:*** The budget information and the form that you submit it in is very flexible when following the National Common Grant Application.

I. COVER SHEET

**Organization name:**

**Tax-exempt status: Year organization was founded:**

**Date of application:**

**Address:**

**Telephone number: Fax number:**

**Director:**

**Contact person and title (if not director):**

**Grant request: Period grant will cover:**

**Type of request (general support, start-up, technical assistance, etc.):**

**Total project budget (if request is for other than general support):**

**Total organizational budget:**

**Starting date of fiscal year:**

**Summary of the organization’s mission (2–3 sentences):**

**Summary of project or grant request (2–3 sentences):**

**II. NARRATIVE** **(maximum of 5 pages)**

**A. Introduction and Background of Organization**

1. Briefly describe your organization’s history and major accomplishments.

2. Describe your current programs and activities.

3. Who is your constituency? (Be specific about demographics such as race, class, gender, ethnicity, age, sexual orientation, and people with disabilities.) How are they actively involved in your work, and how do they benefit from this program and/or your organization?

4. If you are a grassroots group, describe your community. If you are a state, regional, or national organization, describe your work with local groups, if applicable, and how other regional and/or national organizations are involved.

**B. Describe Your Request**

1. Problem statement: What problems, needs, or issues will your program address?

2. If the request is for other than general operating support, describe the program for which you seek funding, why you decided to pursue this project, and whether it is a new or ongoing part of your organization.

3. What are the goals, objectives, and activities/strategies involved in this request? Describe your specific activities/strategies using a timeline covering the course of this request.

4. How does your work promote diversity and address inequality, oppression, and discrimination within your organization as well as the larger society?

1. Describe systemic or social change you are trying to achieve: How does your work address and change the underlying or root causes of the problem?

**III. ATTACHMENTS/REQUIREMENTS**

**A. Evaluation**

1. Briefly describe your plan for evaluating the success of the project or your organization’s work. What questions will be addressed? Who will be involved in evaluating this work—staff, board, constituents, community, consultants? How will the evaluation results be used?

**B. Organizational Structure/Administration**

1. Briefly describe how your organization works: What are the responsibilities of board, staff, and volunteers? And if a membership organization, define criteria for membership. Are there dues?

2. Tell who will be involved in carrying out the plans outlined in your request. Include a brief paragraph summarizing the qualifications of key individuals involved.

3. Provide a list of your board of directors with related demographic information.

4. Tell how the board is selected, who selects members, and how often.

5. Include an organizational chart showing decision-making structure.

**C. Finances**

1. Most recently completed full-year organization financial statement (expenses, revenue, and balance sheet), audited, if available.

2. Organization’s current and annual operating budgets.

3. Current project budget, other than for general support.

4. Projected operating budget for upcoming year.

5. Other funding sources for this request, listed individually. Include amounts and whether received, committed, or projected/pending.

6. Description of future fundraising plans.

7. A copy of your organization’s IRS 501(c)(3) letter of determination. If your organization does not have 501(c)(3) status, check with the funder to see if they are willing to fund your project through your fiscal sponsor or are willing to exercise expenditure responsibility. Additional information may be required to do so.

8. Other financial details as requested.

**D. Other Supporting Material**

1. Letters of support/commitment (up to 3)

2. Recent newsletter, articles, newspaper clippings, evaluations, or reviews (up to 3)

3. Recent annual report

4. Videos/cassettes (check with the funder to see if these items are accepted)

5. Other

### IV. BUDGET

# Budget for the period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| EXPENSES | | INCOME | | |
| **Item** | Amount | FT/PT | Source | Amount |
| Salaries & wages | **$** |  | **Government grants & contracts (specify)** | **$** |
|  |  | **Foundations (specify)** | **$** |
|  |  | **Corporations** | **$** |
|  |  | **Religious institutions** | **$** |
|  |  | **United Way, Combined Federal Campaign, & other federated campaigns** | **$** |
|  |  |
|  |  |
| **Fringe benefits & payroll taxes** | **$** | | **Individual contributions** | **$** |
| **Consultants & professional fees** | **$** | | **Fundraising events and products** | **$** |
| **Travel** | **$** | | **Membership income** | **$** |
| **Equipment** | **$** | | **In-kind support** | **$** |
| **Supplies** | **$** | | **Fundraising events** | **$** |
| **Printing & copying** | **$** | | **Other (earned income, consulting fees, etc.; please specify)** | **$** |
| **Telephone & fax** | **$** | |  |  |
| **Postage & delivery** | **$** | |  |  |
| **Rent & utilities** | **$** | |  |  |
| **In-kind expenses** | **$** | |  |  |
| **Other (specify)** |  | |  |  |
|  |  | |  |  |
| **TOTAL EXPENSES** |  | | **TOTAL INCOME** | **$** |
|  |  | | **BALANCE** | **$** |