

Connecticut Council for Philanthropy

COMMON GRANT APPLICATION FORM

INTRODUCTION

This common grant application form was developed as a program planning tool by the Connecticut Council for Philanthropy and an advisory committee of foundation and nonprofit professionals working to simplify the grantseeking process. It is for use solely by Connecticut nonprofit organizations.

In using this form, please keep in mind that **every grantmaker has different guidelines and priorities**, as well as different deadlines and timetables. Note also that any funder who accepts this form may request additional information at any stage in the proposal process.

INSTRUCTIONS

1. Do your research to determine the foundations and corporations that make grants to your type of organization, the geographic area in which you function and your field of interest.
2. Call or write to each grantmaker to obtain specific guidelines for application. **Do not submit this application without this contact.**
3. Include a cover letter with each application to introduce your organization and your proposal.
4. Type and single-space all proposals.
5. Answer all the questions in the order listed and the space provided.
6. Use the headings, subheadings, and numbers provided.
7. Check with funders about the number of copies required.
8. Please do not send audio or video tapes.

RESOURCES

- Use Connecticut Grantmakers Online and/or the Foundation Center directories.
- For additional information, visit the libraries which participate in the Foundation Center's Cooperating Collections Network (Danbury Public Library, Greenwich Library, Hartford Public Library, New Haven Free Public Library), in-state congressional offices or the Nonprofit Resource Center at the United Way of the Capital Area, 30 Laurel Street, Hartford, CT 06106.

The Connecticut Council for Philanthropy is an association of grantmakers. It does not make grants. Offices are located at 221 Main Street, Hartford, CT 06106 Telephone: 860-525-5585 Fax: 860-525-0436 email: ccp@CTphilanthropy.org www.CTphilanthropy.org

Please answer all questions on this page; do not refer to attachments.

1. _____
Legal name of organization **Telephone & fax numbers**

2. _____
Address of organization

3. _____
Chief executive officer (CEO) / Executive Director **Title** **Email**

4. _____
Contact person for this application, if different from CEO / Executive Director **Telephone & fax and email**

5. **Principal purposes and services of your organization:**

6. **Geographic area served:** _____

7. **Number of persons served annually:** _____; in each region where applicable, indicate the percentage from:

Gr. Hartford: _____%; Gr. New Haven: _____%; Gr. Bridgeport: _____%; Gr. New London: _____; Gr.

Danbury: _____;

Gr. Stamford: _____% Other, please specify region _____: _____%.

8. **Number of employees:** _____ full-time; _____ part-time; _____ volunteers

9. **Ethnic and gender representation:**

a. Board: Total #: _____; percent minority: _____%; percent female: _____%

b. Staff: Total #: _____; percent minority: _____%; percent female: _____%

c. Population served: Total #: _____; percent minority: _____%; percent female: _____%.

10. **Specific purpose for which funds are requested:** _____ **Is this is a new program?** Yes No

11. **Amount requested:** _____;
Period of time in which funds will be spent: from _____ to _____

12. **Organization's total budget:** _____; **Project's budget (if applicable)** _____

Fiscal year: ____/____/____ to ____/____/____

13. **Does your organization receive support from United Way, Combined Health, Arts Council or other federated funds:** yes: _____ no: _____

14. **Letter from IRS stating 501(c)(3) tax status:** yes: _____ no: _____ (please attach copy)

15. _____
Signature of Board Chair, indicating approval **Signature of CEO \ Executive Director**

Connecticut Common Grant Application Form

A. Narrative: Limit to five (5) pages. Use these headings, subheadings and numbers. If a question does not apply to your organization, please indicate that with "N.A."

1. Organizational Information (no more than two pages)

- a. Brief summary of organization's history, mission and goals
- b. Description of current programs and accomplishments
- c. Population the agency benefits: socio-economic status; language; age; physical abilities and/or other descriptions, as appropriate; and how your organization involves them in its planning process
- d. How this agency uses volunteers
- e. How this agency works with others providing similar services

Briefly answer the following in bullet form:

- f. How often did your board of directors meet in the past year and what was the average percent attendance?
- g. What internal financial/accounting controls does your organization follow?
- h. Does the auditors meet with the board or a board committee?
- i. What is financial information given to the board and how often is it provided?
- j. What is the process used to annually evaluate your organization's executive director?

2. Purpose of this grant

- a. Statement of community needs/issues to be addressed; description of target population to benefit
- b. Description of project goals for which funds are being requested
- c. Project description, including objectives, activities, timeframe, number served and frequency
- d. Description of how the people expected to benefit from this project have been or will be involved in its development and implementation
- e. Description of how you plan to evaluate the success of the project, including outcomes and results
- f. List of key individuals involved in the project; brief summaries of their qualifications (no resumes, please)
- g. How evaluation results will be used for program planning—for both the organization and for others doing similar work
- h. Long-term strategies for funding this project beyond the grant period

B. Budget/Financial Information (Provide the dates each document covers)

- a. **Budget for this grant request** showing income and expenses
- b. **Listing of the funding sources for this request** (foundations, corporations, others) solicited for this request for current year, and, if this is not a new project, for previous years (indicate the amounts requested and status of your proposal with each one)
- c. Organization's **annual operating budget** and **actual income-and-expenses** for most recently **completed** fiscal year (align these side by side)
- d. Organization's **annual operating budget** and **actual year-to-date** income-and-expenses for **current** year (align these side by side.) Please also include funders, amounts granted and purpose of grant
- e. Most recent **annual financial statement** (audited, if available) and **management letter** (if available)

C. Other supporting materials

- a. Organizational chart
- b. Board membership list with names and affiliations
- c. Copy of IRS determination letter and/or explanation of your tax-exempt status
- d. Annual Report
- e. Letters of agreement, if this is a collaborative proposal (not letters of support)