**NAME OF ORGANIZATION**

**Legal Name** (as designated on 501c3)

*(if different than above)*

Address:

Phone: Fax:

E-mail: Website:

Executive Director:

Current Board President:

Primary Contact: Title:

(if different than above)

Phone: E-Mail:

(if different than above)

**IRS 501(c)(3) Nonprofit?**

* **Yes** (Please attach IRS designation letter)
* **No** (Please attach written agreement from the fiscal agent)

**Federal ID #**

**Type of Grant Requested:**

* Capital
* General Operating Support
* Program/Project
* Capacity Building
* Other:

**Name of Program/Project/Campaign**:

**Amount Requested:** **Application Deadline:**

 *(if applicable)*

**Total Program/Project Budget:** **Duration of grant requested:**

**Total Organizational Budget** **for 1 year**: **Fiscal Year End**:

**State your organization’s mission**:

**Summarize the proposal** and how it fits with the funder’s mission and grantmaking priorities:

**Have you previously applied to Domenica Foundation?**

* Yes
* No

**Is this request being submitted exclusively to Domenica Foundation?**

* Yes
* No

**List of three largest funders in the last fiscal year and grant amount.**

1. Funder \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grant Amount \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Funder \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grant Amount \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Funder \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grant Amount \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**List the proposal’s target population, constituents, and geographic communities:**

**AGREEMENT**

*I certify, to the best of my knowledge, that all information included in this proposal is correct. The tax-exempt status of this organization is still in effect. If a grant is awarded to this organization, the proceeds of that grant will not be distributed or used to benefit any organization or individual supporting or engaged in unlawful activities.*

Signature of Executive Director Date

# **Grant Application**

**PROPOSAL NARRATIVE**

The following outline is a guide. Be succinct and clear. Proposal Narrative should be three pages maximum, and should provide the information listed below in this order:

**Organizational Background and Information:**

* Give a brief summary of your organization’s history
* Describe your current programs, activities, service statistics – highlighting the past year – and cite how your programs fulfill the mission. Identify three of your organization’s greatest successes; what are your greatest challenges?
* If applying for general operating support, list your organization’s overall goals & objectives

**Purpose of Grant:**

* **For General Operating Support Requests:**
* Describe how the request will enhance organizational capacity, sustainability and/or the achievement of measurable results for the organization
* Describe how your organization assesses/evaluates its programs and cite examples of how you have applied the learnings from your evaluation.
* **For Specific Project or Program Requests:**
	+ Identify the issue or need to be addressed, providing evidence of size and/or severity. If applicable, provide demographic and geographic information regarding the community or population benefiting from or served by the request.
	+ Explain your goals and objectives for this grant
	+ How do you plan to accomplish your goals?
	+ How will you measure the impact of the project?
	+ Who will be responsible and what is their experience carrying out this project?
	+ What is the anticipated timeline for implementing the request?
	+ What are the challenges you anticipate during this program/project?
	+ What will you do if you receive less or more funding than the desired amount? How will that change the project?
	+ How will the results be publicized and communicated?
* **For Capital Campaign Requests Only:**
* Requests are designated for construction, renovation or improvement of a property
* Provide a case statement for the capital project, including a feasibility study and/or assumptions for the project.
* If you plan on hiring a consultant, how did you select the consultant? What are his/her qualifications to perform the work?
* If you have not yet selected the consultant how did you arrive at the project cost?
* Do you own or lease the property? If you lease, how long is your lease?
* What is the total cost of the project (include hard and soft costs) – how were these costs developed?
* How do you intend to pay for this project?
* Have you completed a facility project before? How long ago? How was it funded
* Describe plans for funding and ongoing maintenance of new capital project
* Identify board’s participation in the campaign, prospects and naming opportunities

**ATTACHMENTS**

**The following attachments are required:**

* A brief introductory cover letter on organization’s letterhead
* Grant Proposal Narrative
* Organizational Budget for the most recently completed fiscal year
* Current Profit & Loss Statement
* Itemized budget for how this grant will be used. Identify the amounts & sources of revenue; note which sources are committed or pending.
* Organization’s most recent AUDITED statement, if budget is greater than $100,000.
	+ Include Form 990 if budget is between $25,000 and $100,000.
* Latest Annual Report or Summary of Organization’s Activities in the past year.
* Current List of Board Members and their affiliations.
* One-paragraph descriptions of key staff and their relevant qualifications.
* Letters of Agreement from any collaborating agencies, if applicable.
* IRS Determination Letter confirming your organization’s 501(c)(3) status.