

## SAMPLE AREA FUND GRANT APPLICATION

### PROJECT INFORMATION

- Project name
- Brief summary of your proposal
- Amount requested

### ORGANIZATIONAL INFORMATION

- Is your organization a government entity (e.g. town, school)? Yes or no? If yes, what is your organization's tax ID number? If your application is approved, we must have a tax ID number on file before payment can be released.
- If your organization is neither a 501(c)(3) nonprofit nor a government entity, identify your fiscal agent. Then, upload a copy of the signed fiscal sponsorship agreement.
- Organization's mission
- Brief summary of organization's history, goals, and key achievements
- Brief description of the constituents you serve regularly, including total number, age brackets, race, and income levels.
- Total annual organization budget
- Fiscal year end date
- Certify that the practices of this organization conform to the policy of nondiscrimination

### PROPOSAL NARRATIVE

- The period this grant will cover
- Profile of request: Provide a full description of the project, including the community, regional or organizational needs it addresses and the proposed short and long-term impacts. Tell us how your request addresses the review criteria.
- Implementation: What are the specific methods and timetables for meeting your stated objectives?
- Precedents: Please give examples from your own past experience or cite evidence from other relevant work in the field that points to the likely success of this project.

- Outcomes: List three expected measurable outputs of the proposed project (e.g. number of individuals expected to participate, resources shared, etc.)
- Project Evaluation: How will the project's effectiveness be evaluated and/or measured? Please provide specific examples, if possible.
- Project Future: What are your intentions for this project's future, including sustainable funding, if applicable?
- Decline Effect: If this grant is not awarded or if the request is reduced, what part of the project will be canceled or curtailed?

#### BUDGET

- List all expenses related to this project or program
- Total of all expenses
- List any other funding sources applied to for this project or program. Include the amount and whether the funding has been received or is pending. Also list any other anticipated revenue sources and in-kind donations.
- What is the size of your operational budget?

#### ATTACHMENTS

- If this project is a collaboration, attach a letter signed by the leadership of the collaborating organizations that outlines each organization's support of the project and commitment to its implementation
- If your organization is not a 501(c)(3), upload a copy of the signed fiscal sponsorship agreement
- Upload any additional materials to support your application