



## Grant Application Worksheet - Summary

Applications vary widely by funding source, but do have certain elements in common. Foundations and government programs typically receive far more applications than they can fund. Every applicant's program or project has a different history and greatly varying needs, activities, and goals. In order to select which applications to support, funders must have consistent information so they can compare apples to apples. Consequently, you may expect certain basic similarities in almost every grant application. Usually there are space limits, measured by the number of words, characters, or pages.

**Organization's Mission:** Board-approved statement, usually a sentence or two.

**Organization's History:** Dates, milestones, and accomplishments.

**Organization Description:** What is your organization's purpose? What do you do every day?

**Detailed description of the program to be funded:** Describe the program (or, for General Operating Support, describe your larger organization). Often this is the longest answer on the application.

**Program Goals** (or organization's goals): What do you hope to accomplish with the requested funding?

**Targeted Population and Geographic Area:** Often includes demographics such as age, ethnicity, gender, income, etc.

**Measures of Success:** How will you evaluate whether the funded program or time period was successful?

### Attachments

#### **Financial Documents:**

- **Organizational Budget:** This shows the foundation that you are fiscally responsible.
- **Program/Project Budget:** Program or organization expenditures and projected income.
- **Audited Financial Statements:** Usually requested and sometimes required.
- **IRS 990**

#### **Other Attachments:**

- **IRS 501c3 Letter**
- **Board of Directors List**
- **Key Personnel**
- **Photos, maps, publicity, brochures:** Some funders accept additional, supporting materials.