

Dear Nonprofit Colleague,

The *Grant Application—Short Form* was developed by a task force of Ohio Grantmakers Forum (OGF) as part of a series of statewide common grant forms. OGF and its members created this form to make the grantseeking process simpler and more efficient for nonprofits.

Please keep in mind that every funder has different guidelines and priorities, as well as different deadlines and timetables. **Before submitting this application to a potential grantmaker, it is very important that you check to see whether your project or program matches their published interests.** Any funder that has agreed to accept this form may request additional information as needed. In addition, a funder may require that a grantseeker complete the longer *Grant Application*. Please check with the funder which form they require.

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### STRATEGIES FOR SUCCESSFUL GRANTSEEKING

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1. **Do your research** to determine whether the foundations' and corporations' goals and objectives for grantmaking are consistent with your type of grant request.
2. After you do the research, find out the preferred method of contact for the grantmaker, and contact the grantmaker to secure their specific grantmaking guidelines. Many funders generally like to have initial contact with you before receiving a written proposal.
3. Complete the letter of inquiry for those funders that require that form **BEFORE** completing this common application. The funder's guidelines will state whether a letter of inquiry is required or not.
4. Include a cover letter with each proposal that introduces your organization and your proposal, and makes a strategic link between your proposal and the funder's mission and grantmaking interests.
5. Provide responses that are typed, single-spaced, single-sided and use a 12-point type.
6. Answer all the questions in each section, **UNLESS** otherwise indicated by the funder. At the funder's discretion, you may answer the questions individually or group them into one narrative for each section (*for Sections Two to Six*).
7. Submit the number of copies each grantmaker requests according to their guidelines.
8. Do not include any materials other than those specifically requested at this time.
9. If completing an online application, you are strongly encouraged to fill out and save the Microsoft Word version of the common grant application—short form on your computer. Then proceed to cut and paste the requested information into the funder's online application.

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### RESOURCES

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- Call, write or check the website of each grantmaker to obtain a copy of their funding guidelines.
- Use OGF's *Guide to Ohio Grantmakers* and other directories listing foundations' interests and processes.
- Visit a Foundation Center Cooperative Collection which can be located at [www.fdncenter.org/cleveland](http://www.fdncenter.org/cleveland).



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**SECTION ONE**

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Funder to which this application is directed	
Date of Application	
<b>ORGANIZATION INFORMATION</b>	
Applicant Organization (Full Legal Name)	
Doing Business As	
Previous Name, if changed	
IRS letter date	
Tax Exempt ID # (EIN)	
Name of Executive Director	
Name of Fiscal Sponsor (if applicable)	
<b>CONTACT INFORMATION</b>	
Proposal Contact Name	
Title	
Phone	
Fax	
E-mail	
Street Address	
City	
State	
Zip Code	
Organization Website	
Mailing Address (if different than street address)	
City	
State	
Zip Code	



<b>ORGANIZATION FINANCIAL INFORMATION</b>	
Organization's Budgeted Expenses for Current Year <i>(give fiscal year end mm/dd/yy)</i>	\$
Endowment Size <i>(market value as of fiscal year mm/dd/yy)</i>	\$
Organization's Major Funding Sources by percentage (e.g., United Way, local community foundation, county board of health, etc.)	
<b>ORGANIZATION'S AFFILIATION</b>	
<input type="checkbox"/> United Way <input type="checkbox"/> Other specify: <input type="checkbox"/> Chapter of national or regional organization specify:	

<b>REQUEST DATA</b>	
Program/Project Title	
Total Budget for this Program/Project	\$
Amount of this request	\$
Grant Duration (e.g., one-year, two-year, etc.)	
Anticipated Project Start Date	
Community/Counties served by this Program/Project	
Total Number of people to be served during grant period	
Brief demographic description of population served by this Program/Project	
<b>TYPE OF REQUEST</b> (check all that apply)	
<input type="checkbox"/> Capital <input type="checkbox"/> Technical assistance <input type="checkbox"/> Operating <input type="checkbox"/> Endowment <input type="checkbox"/> Program/Project Start-up <input type="checkbox"/> Other – specify:	
<b>SIGNATURES</b> (both are required unless otherwise specified by funder)	
Signature of Executive Director	
Signature of Board President	



In general, the following narratives, which include Sections Two through Six, should not exceed five pages in total (*please confirm any page limits with each foundation to which you are submitting the application*). Responses should be typed, single-spaced, single-sided and use a 12-point type. At the funder's discretion, you may answer questions individually or group them into one narrative for these sections (*Section Two to Section Six*).

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## SECTION TWO – ORGANIZATIONAL BACKGROUND

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- 1) Brief summary of organization's history and statement of organization's mission
- 2) Brief description of current programs/projects and activities
- 3) Evidence of organization's overall effectiveness based on achievement of specific organizational or program goals
- 4) Description of population and geographic region (community/county) served by this organization

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## SECTION THREE – STATEMENT OF NEED

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- 1) What is the problem, challenge or need that is unaddressed or unmet? Or what is the community benefit that this program or project will impart?
- 2) What is the research, statistic(s) or evidence that shows this need or benefit exists?



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**SECTION FOUR – PROGRAM/PROJECT DESCRIPTION & METHODOLOGY**

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**IMPORTANT:** *Review the funder's program guidelines and restrictions before responding to this section.*

- 1) Description of program/project, including:
  - a) Summary description of overall program/project to be funded under this grant
  - b) Brief description of goals and objectives for program/project
  - c) Timetable for implementation and duration of program/project
  - d) Evidence of use of best practices (For example, is this program/project based on a program that has been shown to be effective in other settings? Is it based on national standards?). If the initiative is a pilot project and has not been done before, please list assumptions on why new approach will succeed.
- 2) Brief description of how grant funds will be used?

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**SECTION FIVE – EVALUATION AND RESULTS**

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- 1) Complete the Program/Project Evaluation Chart at the end of this document.

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**SECTION SIX – PROGRAM/PROJECT FUNDING PLANS**

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- 1) List of other funders to whom this **current proposal** has been and will be submitted. For each funder, indicate amount requested and status of request (e.g. “to be submitted,” “pending,” “funded,” or “declined”). If funded, specify amount of grant and date received.
- 2) Other anticipated funding for this current proposal including:
  - a) Earned revenue
  - b) In-kind support
  - c) Special events
  - d) Fundraisers, etc.
- 3) If this will be an ongoing program/project, describe plans and specific sources for future/long-term funding.

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**SECTION SEVEN – REQUIRED FINANCIAL ATTACHMENTS**

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- 1) Statement of Revenue/Support and Expense\* for your organization's most recently completed fiscal/calendar year.
- 2) Total Organizational Budget for Current Fiscal Year\* including a column showing the organization's year-to-date status.
- 3) Project Request Budget\* for your entire project.

*\*Available as a common form*

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**SECTION EIGHT – REQUIRED NON-FINANCIAL ATTACHMENTS**

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- 1) IRS letter of determination 501(c)(3), or if such a letter does not exist see specific funder requirements
- 2) Names and professional affiliations of board members

***Before using the Common Grant Application, please visit the funder's website or call to learn additional information about the funder and how it uses the Application***

*The Common Grant Application is a collaborative effort of funder and nonprofit organizations working to build the performance capability of the nonprofit sector in Ohio.*



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GLOSSARY

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**Capital Request** – A planned undertaking to purchase, build or renovate a space or building, or to acquire equipment.

**In-Kind Support** – A contribution of equipment/materials, time, and or services that the donor has placed a monetary value on for tax purposes.

**Methodology** – A sequence of activities needed to accomplish the program objectives.

**Operational Support** – A grant given to cover an organization’s day-to-day expenses such as salaries, utilities, office supplies, etc.

**Outcomes** – The changes in (or benefits achieved by) individuals or communities due to their participation in program/project activities. This may include changes to participants’ knowledge, skills, values, behavior, or condition of status. In general, outcomes are described in quantitative or qualitative terms.

**Quantitative (or Measurable) outcomes** are changes or benefits that can be measured or counted and expressed with a numerical value. For example, 30 of the 40 third-grade students participating in the literacy program will increase their reading level by one grade level.

**Qualitative outcomes** are changes or benefits that refer only to the characteristics of something being described, rather than exact numerical measurement. Qualitative changes can be observed (or detected through the senses) and are generally described in a narrative form. For example, the mother of a student participating in the literacy program stated that her daughter no longer feared reading aloud in class now that she could read at the same level as her classmates.

**Program** – An organized set of services designed to achieve specific outcomes for a specified population that will continue beyond the grant period.

**Project** – A planned undertaking or organized set of services designed to achieve specific outcomes that begins and ends within a specified time period. (A successful project may become an ongoing program.)

**Technical Assistance** – Operational or managerial assistance given to a nonprofit organization. It may include fundraising assistance, budgeting or financial planning, program planning, legal advice, marketing or other aids to management. Assistance may be offered directly by a foundation or corporate staff member or in the form of a grant to pay for the services of a consultant.





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PROGRAM/PROJECT EVALUATION CHART

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<b><u>Program/Project Outcome(s)</u></b> The ultimate result of a program/ project	<b><u>Program/Project Measures</u></b> <i>Measurable</i> results of a program/ project	<b><u>Benchmark (\$, #, %, yes/no)</u></b> *Note: NO TEXT other than yes/no should be included in this field
<b>Example 1:</b> To help children read better.	Children will improve their	50
<b>Example 2:</b> Diversify the agency's revenue sources and increase its financial	Hire a part-time development Increase private donations during Increase earned revenue during	Yes 30% 25%