**Small Grant Application Template**

### *For requests of $10,000 or less. There are no word counts/character limits.*

# **Organization Information \***

|  |  |
| --- | --- |
| **Organization Name** |  |
| **Address** |  |
| **City** |  |
| **State** |  |
| **Zip Code** |  |
| **Phone** |  |
| **Federal Tax ID (EIN)** |  |
| **Web Address** |  |
| **Mission Statement** |  |
| **Organizational Background** |  |

# **Contact Information – Organization President/Executive Director \***

|  |  |
| --- | --- |
| **Prefix** |  |
| **First Name** |  |
| **Last Name** |  |
| **Title** |  |
| **Email** |  |
| **Office Phone and Extension** |  |
| **Race/Ethnicity**  *Options: American Indian or Alaska Native; Asian or Pacific Islander; Black or African American; Hispanic or Latino; White; Multi-racial or bi-racial; Prefer not to respond* |  |
| **Gender**  *Options: Female, Male, Non-binary; Prefer not to respond* |  |

# **Contact Information – Project Contact \***

|  |  |
| --- | --- |
| **Prefix** |  |
| **First Name** |  |
| **Last Name** |  |
| **Title** |  |
| **Email** |  |
| **Office Phone and Extension** |  |
| **Race/Ethnicity**  *Options: American Indian or Alaska Native; Asian or Pacific Islander; Black or African American; Hispanic or Latino; White; Multi-racial or bi-racial; Prefer not to respond* |  |
| **Gender**  *Options: Female, Male, Non-binary; Prefer not to respond* |  |

**Application Instructions:**

### *Please answer all required questions below in order for us to fairly and accurately evaluate your application. If you would like to present information with graphs, charts, infographics, etc., please provide these as emailed attachments. Instead of completing the individual questions, you may attach a Word or PDF document that addresses all of the required questions. If you choose to do so, please populate all required fields with “see attachment.”*

## **Project Title** **\*** *25 words or less*

## **Requested Amount \***

## **Project Budget \***

## **Annual Organizational Budget \***

## **Project Start Date \***

## **Project End Date \***

## **Project Summary (With Goals and Objectives) \***

## **Scope of Activities \***

## **Measurement \*** *How do you plan to measure the project’s impact?*

## **Authorized Signer:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **\***

### *By typing your name and title above, you are signifying that you are authorized to submit this grant application on behalf of your organization.*

# **Attachments**

1. **IRS Determination Letter or Proof of Fiscal Sponsorship \***
2. **Most Recent Audited Financial Statement \****If you do not have an audited financial statement, please provide your most recent 990 if your organization is required to file one.*
3. **Detailed Organization Budget \****Upload your organization's annual budget (in any format).*
4. **Detailed Project Budget \****Using the Abell budget spreadsheet, which can be downloaded*[*here*](https://abell.org/publication/application-and-report-templates/)*, please list:*

* *Line item expenses*
* *Budget narrative briefly explaining and justifying the costs for each line item*
* *Funding sources by name, specifying those that are committed, pending, or to be requested.*

*Please save your completed budget and upload it below. You may include your budget narrative within the template or share it as a separate attachment.*

1. **Optional Attachments***You may upload up to ten additional attachments (cover letter, letters of support, news clippings, etc.)*

***\* Required for consideration.***