**Regular Grant Application Template**

### *For requests greater than $10,000. 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) \***

## **Statement of Need \***

## *Please provide a brief description of the need for the program or project, citing available data.*

## **Purpose of Request \***

## *Describe the population served.*

## *Describe the program/project, including key activities and timeline for implementation.*

## *List anticipated outcomes.*

## *Cite relevant research or evidence that supports the program model.*

## *Describe how you will evaluate the efficacy of the program/project, including what outcomes you will measure and how you will collect and analyze data.*

## **Organizational Capacity \***

## *Briefly describe the organization's capacity to carry out the program/project, including experience implementing similar programs/projects and partnerships with other organizations.*

## *Identify key staff members involved in the program/project and their relevant experience.*

## **Sustainability \***

## *Will the program or project continue after the grant ends? If so, what would the initiative look like at scale, and what, if any, plans do you have to fund the continuation?*

## **Dissemination of Results \***

## *What, if any, plans do you have for incorporating or sharing lessons learned?*

**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. **Board of Directors List \***
2. **Project/Local Advisory Board List** *(if applicable)*
3. **Most Recent 990 \***

*If your organization is not required to file a 990, please upload a short statement explaining why.*

1. **Most Recent Audited Financial Statement**
2. **IRS Determination Letter or Proof of Fiscal Sponsorship \***
3. **Detailed Organization Budget \***

*Upload your organization’s annual budget (in any format)*

1. **Detailed Project Budget (for Programming Only) \***

*Using the Abell Budget spreadsheet, 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.*

1. **Capital Projects Budget (for Capital Projects Only)** 
   * *Upload a sources and uses budget for the development and construction of the improvements.*
   * *The basis for the development and construction budget; is it based on construction estimates or final bids?*
   * *A description of the ownership and site control.*

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

# **Optional Attachments**

*You may attach up to 10 additional files (cover letter, letters of support, news clippings, etc.)*