

IMPACT 100 - Owensboro Common Grant Application

Section One

Focus area designation for your application (select one):

Culture Environment Education Health & Wellness Family

Organization Data

Applicant Organization (Legal Name): _____

Doing Business As: _____

Previous Name, if changed: _____

Street Address: _____

City: _____ State: _____ Zip: _____ County: _____

E-mail: _____ Web site: _____

Phone: (_____) _____ Fax: (_____) _____

IRS Name, as listed on 501(c)(3) letter: _____

IRS letter date: _____ Tax Exempt ID number (EIN): _____

Executive Director: _____ Direct Phone: (_____) _____

Organization's Budgeted Expenses for Current Year: \$ _____ Endowment Size: \$ _____

Organization's Major Funding Sources: _____

Organization's Affiliation and/or accreditation body (check all that apply)

United Way Fine Arts Fund Better Business Bureau

Chapter of national or regional organization (Specify) _____

Other (Specify) _____

Request Data

Program/Project Title: _____

Total Budget for this Program/Project: \$ _____ Amount of this request: \$ _____

Proposal contact person information: Name _____

Title _____ Phone (_____) _____ Fax (_____) _____

E-mail _____

Community/Counties served by this Program/Project: _____

Brief demographic description of population served by this Program/Project: _____

Potential Number to be served by this project: _____

Type of request (check all that apply)

Capital Program/Project Endowment

Technical assistance Start-up

(Both signatures required unless otherwise specified by funder)

Signature of Executive Director: _____ / _____
(date)

Signature of Board President: _____ / _____
(date)

Before using the Common Grant Application, please call the funder to discuss your proposal and to request guidelines for additional information about the funder and how it uses the Application.

The narratives for Sections Two through Six should not exceed five pages. Responses must be typed, single-spaced, single-sided and use a minimum of 12-point type.

Section Two – Profile of Organization

- 1) Brief summary of organization's history
 - 2) Brief statement of organization's vision/mission
 - 3) Brief description of current programs/projects and activities
 - 4) Description of organization's constituency and geographic region (if different than the project's as described above)
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Section Three – Statement of Need

- 1) Statement of need project is attempting to meet and evidence of that need.
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Section Four -- Program/Project Description & Methodology

- 1) Description of program/project, including:
 - a) Activities to accomplish program/project (Is this a new or ongoing activity?)
 - b) Goals/objectives
 - c) Timetable for implementation
 - d) Duration of program/project
 - e) Evidence of use of best practices (Is this program/project based on a program that has been shown to be effective in other settings?)
 - 2) Will the organization collaborate with other organizations on this particular program/project (if so, with whom and how?)
 - 3) Why is your organization qualified and appropriate to address this need or benefit?
 - 4) What will be the impact of this program/project on our community? How many people will be impacted?
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Section Five -- Evaluation

- 1) How will the short term, intermediate and/or long term outcomes be defined and measured? How will success be defined and measured?
 - 2) How will the evaluation be conducted?
 - 3) How will the people served be involved in the program/project evaluation?
 - 4) How will the results be used and disseminated?
 - 5) If this is an existing ongoing program/project, please summarize past quantitative and qualitative outcomes.
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Section Six -- Program/Project Funding Plans

- 1) List of other funders to which **this current** proposal has been and will be submitted. For each funder, indicate amount requested and status of request, i.e., request will be submitted, is pending, was funded or was declined. If funded, specify amount of grant.
 - 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

- 1) Statement of Revenue/Support and Expenses for your organization's most recently completed fiscal/calendar year (see attached example form).*
- 2) Balance Sheet for most recently completed fiscal year.
- 3) Most recent, complete audit including auditor's notes. If the organization does not have an audit done, then send the most recent 990.
- 4) Budget for the current fiscal/calendar year including a column showing the organization's year-to-date status (see attached example form).*
- 5) Project Budget for your entire project (see attached sample form).*
- 6) Provide pro forma project budgets for the next three years, if there are ongoing expenses associated with your project which increase the organization's operating budget by 20% or more, or if this is a new organization. The purpose of the pro forma is to show how the organization plans to sustain the project.

*** If your existing financials are in a similar form as the attached example forms, they may be submitted.**

Section Eight -- Required Non-Financial Attachments

- 1) IRS letter of determination 501(c)(3), or if such a letter does not exist see specific funder requirements
- 2) Names, affiliations and demographics of board members
- 3) List of key staff members and qualifications, or an organizational chart
- 4) One or more examples of the following
 - a) Annual reports
 - b) Organizational brochure
 - c) Sample newsletter
 - d) Program
- 5) Letters of commitment from collaborating organizations, if appropriate.

The Common Grant Application is a collaborative effort of funders, non-profit organizations and consultants working to build the performance capability of not-for-profit and community organizations.

**STATEMENT OF REVENUE/SUPPORT & EXPENSE
FOR MOST RECENTLY COMPLETED FISCAL YEAR**

Name of Agency:

Time Period:

REVENUE/SUPPORT	
Corporate grants	
Foundation grants	
Govt. grants/contracts/per diem (identify)	
Contributions	
United Way	
Other federated campaigns (identify)	
Fine Arts Fund	
Membership dues	
Special events, fundraisers	
Sponsorships	
Admissions	
Sales, rent	
Revenue, tuition	
Investment income	
Interest, dividends	
Other	
Total Revenue/Support	
EXPENSES	
Salaries	
Employee benefits, taxes	
Professional fees	
Equipment, supplies, materials	
Telephone, utilities	
Postage, mailing	
Occupancy	
Insurance	
Training, staff development	
Travel	
Conferences	
Evaluations	
Other	
Total Expenses	
Revenue less Expenses	

If expenses exceeded revenues/support, please explain. Accompanying narrative welcome if additional explanation is warranted.

TOTAL AGENCY BUDGET FOR CURRENT FISCAL YEAR

Name of Agency:

Time Period:

REVENUE/SUPPORT	Budget for Year	Year-to-Date (specify date_____)
Corporate grants		
Foundation grants		
Govt. grants/contracts/per diem (identify)		
Contributions		
United Way		
Other federated campaigns (identify)		
Fine Arts Fund		
Membership dues		
Special events, fundraisers		
Sponsorships		
Admissions		
Sales, rent		
Revenue, tuition		
Investment income		
Interest, dividends		
Other		
Total Revenue/Support		
EXPENSES		
Salaries		
Employee benefits, taxes		
Professional fees		
Equipment, supplies, materials		
Telephone, utilities		
Postage, mailing		
Occupancy		
Insurance		
Training, staff development		
Travel		
Conferences		
Evaluations		
Other		
Total Expenses		
Revenue less Expenses		

If expenses exceed revenues/support, please explain how difference will be offset.

PROGRAM REQUEST BUDGET

Name of Project:

Time Period:

<i>(Items typical for operating a program)</i>	
REVENUE/SUPPORT	BUDGET
Corporate grants	
Foundation grants	
Govt. grants/contracts/per diem (identify)	
Contributions	
United Way	
Other federated campaigns (identify)	
Fine Arts Fund	
Membership dues	
Special events, fundraisers	
Sponsorships	
Admissions	
Sales, rent	
Revenue, tuition	
Investment income	
Interest, dividends	
Other	
Total Revenue/Support	
EXPENSES	
Salaries	
Employee benefits, taxes	
Professional fees	
Equipment, supplies, materials	
Telephone, utilities	
Postage, mailing	
Occupancy	
Insurance	
Training, staff development	
Travel	
Conferences	
Evaluations	
Other	
Total Expenses	
Revenue less Expenses	

If expenses exceed revenues/support, please explain how difference will be offset. Accompanying narrative welcome if additional explanation is warranted, for example an explanation of in-kind gifts.

CAPITAL REQUEST BUDGET

Name of Project:

Time Period:

<i>(Items typical for capital project)</i>	
REVENUE/SUPPORT	BUDGET
Corporate grants	
Foundation grants	
Govt. grants/contracts/per diem (identify)	
Contributions	
United Way	
Other federated campaigns (identify)	
Fine Arts Fund	
Membership dues	
Special events, fundraisers	
Sponsorships	
Admissions	
Sales, rent	
Revenue, tuition	
Investment income	
Interest, dividends	
Loans	
Tax credits	
Other	
Total Revenue/Support	
EXPENSES	
Purchases	
Installations	
Site preparations	
Furnishings	
Professional fees	
Contingency	
Other	
Total Expenses	
Revenue less Expenses	

If expenses exceed revenues/support, please explain how difference will be offset. Accompanying narrative welcome if additional explanation is warranted, for example, an explanation of in-kind gifts.

TERMS OF GRANT AGREEMENT FOR IMPACT 100

1. Applicant agrees that any grant received from *Impact 100* will be expended for the explicit purposes described in the grant proposal. In the event grant monies are to be allocated for any other purpose, agreement must be obtained from *Impact 100*.
2. If a grant is received, applicant agrees to credit *Impact 100* in the manner identified by *Impact 100* in any publications (including annual reports, newsletters), press releases, brochures, videotapes, and other publicity or public relations materials and presentations.
3. Applicant agrees, following expenditure of any grant received, to return a follow-up report to *Impact 100*. An itemized budget is part of this report.

I, the undersigned, have read and understand the Terms of Grant Agreement, and, should a grant be received, agree to follow its terms and conditions.

Applicant Agency

By _____
Executive Director

Date