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**Grant Application**

### Vines of Hope Grant Application is designed to be used in one of two ways; applicants may choose to fill in the form exactly as presented or may opt to use it as a basic template to organize information. Whatever approach, only applications completed in their entirety will be accepted.

**Before completing the grant application, be sure to:**

* Read all instructions thoroughly before beginning
* Be strategic – make sure your goals, objectives and amount requested match the criteria of the funds you are requesting.

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# **Deadline**: September 1st

# **Grant Application**

# **COVER SHEET**

**Name of Organization**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Legal Name** (as designated on 501c3)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(if different than above)*

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Executive Director:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Board President:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(if different than above)

Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(if different than above)

**IRS 501(c)(3) Nonprofit?**

* **Yes** (Please attach IRS designation letter)
* **No** (Please attach written agreement from the fiscal agent)

**Federal ID #** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Type of Grant Requested:**

* Capital
* General Operating Support
* Program/Project
* Capacity Building
* Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Program/Project/Campaign**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Amount Requested:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Application Deadline:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(if applicable)*

**Total Program/Project Budget:**\_\_\_\_\_\_\_\_\_\_\_\_\_ **Duration of grant requested:** \_\_\_\_\_\_\_\_\_\_\_\_\_

**Total Organizational Budget** **for 1 year** \_\_\_\_\_\_\_\_\_\_\_\_ **Fiscal Year End**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**State your organization’s mission**:

**Summarize the proposal** and how it fits with the funder’s mission and grantmaking priorities:

**Have you previously applied to this organization?**

* Yes
* No

**Is this request being submitted exclusively to this funder?**

* Yes
* No

**List of three largest funders in the last fiscal year and grant amount.**

1. Funder \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grant Amount \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Funder \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grant Amount \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Funder \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grant Amount \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**List the proposal’s target population, constituents, and geographic communities:**

**AGREEMENT**

*I certify, to the best of my knowledge, that all information included in this proposal is correct. The tax-exempt status of this organization is still in effect. If a grant is awarded to this organization, the proceeds of that grant will not be distributed or used to benefit any organization or individual supporting or engaged in unlawful activities.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Executive Director Date

# **Grant Application**

**PROPOSAL NARRATIVE**

The following outline is a guide. Use the format as appropriate for your organization’s request. Be succinct and clear. Proposal Narrative should be three pages maximum, and should provide Vines of Hope with the information listed below in this order:

**Organizational Background and Information:**

* Give a brief summary of your organization’s history
* Describe your current programs, activities, service statistics – highlighting the past year – and cite how your programs fulfill the mission. Identify three of your organization’s greatest successes; what are your greatest challenges?
* If applying for general operating support, list your organization’s overall goals & objectives

**Purpose of Grant:**

* **For General Operating Support Requests:**
* Describe how the request will enhance organizational capacity, sustainability and/or the achievement of measurable results for the organization
* Describe how your organization assesses/evaluates its programs and cite examples of how you have applied the learnings from your evaluation.
* **For Specific Project or Program Requests:**
  + Identify the issue or need to be addressed, providing evidence of size and/or severity. If applicable, provide demographic and geographic information regarding the community or population benefiting from or served by the request.
  + Explain your goals and objectives for this grant
  + How do you plan to accomplish your goals?
  + How will you measure the impact of the project?
  + Who will be responsible and what is their experience carrying out this project?
  + What is the anticipated timeline for implementing the request?
  + What are the challenges you anticipate during this program/project?
  + What will you do if you receive less or more funding than the desired amount? How will that change the project?
  + How will the results be publicized and communicated?
* **For Capital Campaign Requests Only:**
* Requests are designated for construction, renovation or improvement of a property
* Provide a case statement for the capital project, including a feasibility study and/or assumptions for the project
* If the request is for planning, describe why this project is important now – how does it fit in to the overall planning process, what will you learn and how will it inform the next stage of the capital project?
* If you plan on hiring a consultant, how did you select the consultant? What are his/her qualifications to perform the work?
* If you have not yet selected the consultant how did you arrive at the project cost?
* Do you own or lease the property? If you lease, how long is your lease?
* What is the total cost of the project (include hard and soft costs) – how were these costs developed?
* How do you intend to pay for this project?
* Have you completed a facility project before? How long ago? How was it funded
* Describe plans for funding and ongoing maintenance of new capital project
* Identify board’s participation in the campaign, prospects and naming opportunities

# **Grant Application**

**FINANCIAL INFORMATION**

* **Please attach a financial budget for the funds you are requesting.**

**Be sure your application includes:**

# **Grant Application**

**FINAL CHECKLIST**

* A brief introductory cover letter on organization’s letterhead
* A completed Common Grant Application Cover Sheet with contact information
* A copy of the IRS letter confirming your organization’s 501(c)(3) status
* A completed Grant Proposal Narrative not exceeding three (3) typed pages (excluding attachments)
* An itemized annual budget for your organization’s current fiscal year, with actual figures for the previous fiscal year
* An itemized budget, listing income and expenses, for this specific grant
* Your organization’s most recent AUDITED financial statement or IRS Form 990
* Your organization’s latest annual report or summary of the prior year’s activities
* Current Board list and affiliations
* Grantee post grant report (if previously funded)
* Letters of agreement from any collaborating agencies (if applicable), and letters of support and/or recent reviews or articles (if available)

**Post Grant Report Form**

**COVER SHEET**

**\*\*IMPORTANT POINTS\*\***

* **The Post Grant Report Form must be submitted no later than the deadline specified within the approved Grant Request Letter.**
* **We may request additional information at any stage of the reporting process**

Grant Number: (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_ Date Grant Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount Granted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grant Period \_\_\_\_\_/\_\_\_\_\_\_ to \_\_\_\_\_\_/\_\_\_\_\_\_\_

**ORGANIZATION NAME:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Executive Director:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Contact Person:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(if different than above)

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_E-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Name (if applicable):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Type of Grant Received:**

* Capital
* General Operating Expenses
* Program/Project
* Capacity Building
* Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Executive Director Date

**Post Grant Report Form**

**NARRATIVE**

# **Grant Reporting Narrative**

**Results**

* List the original goals and objectives of this grant. Were these goals met? What impact did this grant have on your organization, community and the specific population served?
* In what ways did the actual project vary from your initial project plans?
* If applicable, attach selected material related to the funded project: press or news items, brochures, letter of support, photographs, etc.

**Lessons Learned**

* What are the most significant results gained from this project, both relative to your organization and the audience you serve?

**Financials**

* Using the original budget included with your proposal, provide an itemized budget of actual expenses and income for the project. Provide narrative on any variances of 10% or greater from the original project budget.
* Include a detailed, complete accounting of how the specific grant dollars from this grantmaker were spent, including a project financial statement if appropriate.
* Who else has funded this project, and at what level?

**Tips and Glossary of Grant Writing Terms**

Use these tips…

**Communicate with Vines of Hope.** Contact Vines of Hope to obtain any additional information needed to complete your application. Our preferred method of contact is via email at

carre.doyle@vines-of-hope.org OR phone at 607-346-2271.

**Be strategic.** Make sure that your goals, objectives and amount requested match the criteria and objectives of the Vines of Hope.

**Follow the directions.** Write clearly and follow the format of the application closely.

**Be through.** Do not skip questions unless they in no way apply to your request. Avoid repetition of ideas.

**Be concise, yet informative in your proposal**. Writing a clean, understandable narrative is key.

**Cover letter.** It is customary to provide a cover letter on your organization's letterhead, signed by the Executive Director or Chair of the Board.

**Glossary of Grant Writing Terms**

**Glossary of Grant Writing Terms**

**Activities**: A defined agenda of list of happenings that will occur in order to accomplish the objective. It defines what, when, and who will be responsible to carry out the planned agenda.

**Budget**: A list of project costs.

**Executive**: A summarization of all the key information included in the proposal

**Summary**: It includes the issue, the solution, funding requirements, and information on the organization and community.

**Evaluation**: A method to determine the success of the project in meeting the stated goal and accomplishment of the planned activities.

**Foundation:** An organization created to provide financial support, a grant, to not-for- profit and/or nongovernmental organizations (NGOs).

**Goal:** Defines the scope of the project. It describes what you expect the project setting to be like after the project has completed its intervention. The goal is the solution to the issue; it is broad and almost visionary.

**Guidelines**: A specific outline of a proposal application provided by the foundation to the grantseeker to follow in the proposal submission process.

**Indicator**: A description of a set of data that can measure or verify an outcome.

**LOI**: Sometimes referred to as a Letter of Intent, a Letter of Interest, and/or a Letter of Introduction. It is a 2-3 page pre-proposal application to the funder. Used by the funder to screen ineligible applicants and to invite full proposals for submission.

**NGO**: A charitable organization that is nongovernmental in structure.

**Objective**: A series of specific accomplishments designed to address the statement of need and to attain the goal. It is an endpoint and not a process. It tells what you want to do, and where you are going to do it. It is measurable and time-bound.

**Outcome**: A benefit that the community or a participant gain from the project. It determines a tangible or intangible change in behavior, knowledge, and/or attitude derived from the project.

**Proposal**: A written application explaining the project and a description of the community and/or organization, often accompanied by supporting documents.

**Resources**: Those items needed to carry out the planned activities of a project. They can be money, equipment, personnel, space, expertise, and other tangible and intangible items. Resources determine the project’s costs. Resources can be secured from the community, other organizations, outside sources, and/or from the funder.

**Statement**: Concisely states a situation that needs to be changed: It explains the of Need situation, conditions, and reasons for your project. It does not discuss the solution or the project being proposed. It lays the groundwork to introduce your project.