

SOUTHERN LOUISIANA GRANTMAKERS FORUM COMMON APPLICATION FORM

The foundations and corporations that developed this common application form hope it will help nonprofit organizations in the New Orleans area in the grant application process. Please note the following important points.

- Every funder has different guidelines and priorities.**
- Every funder has different deadlines and timetables.**
- Any funder that has agreed to accept this application may request additional information at any stage during their application process.**

Before submitting this application to a potential funder, you should check to see whether your project or program matches their published interests. Information about individual grant programs is available from each funder.

GENERAL INSTRUCTIONS

- Please type and single-space all proposals.**
- Please answer all of the applicable questions in the order listed.**
- Please use the headings, subheadings, and numbers provided.**
- Please submit the number of copies requested by each funder.**
- Please do not include any materials other than those specifically requested at this time.**
- Please do not send videotapes.
- Please do not bind your application.**

Grantmakers that Accept the Southern Louisiana Grantmakers Common Application Form

The following funders have agreed to accept the Southern Louisiana Grantmakers Common Application Form. Before sending an application to any of the funders listed, be sure to check for their specific requirements. Some of the funders below may require preliminary, additional or supplementary information.

**The Chevron Companies
Foundation for the Mid South
Ella West Freeman Foundation
Freeport-McMoRan Inc.
The Greater New Orleans Foundation
The Bruce J. Heim Foundation
The Institute of Mental Hygiene
Eugenie & Joseph Jones Family Foundation
Keller Family Foundation
Lockheed Martin Manned Space Systems
The Reily Foundation
The RosaMary Foundation
Carolyn Rose Strauss Foundation**

Southern Louisiana Grantmakers Forum
Common Application Form
Grant Proposal Format

I. PROPOSAL NARRATIVE - Please do not use more than three pages.

A. Background - Describe the work of your agency, addressing each of the following topics.

1. A brief description of its history and mission
2. **The issue(s) that your organization works to address.**
3. **Current programs and accomplishments. Please emphasize the achievements of the part year.**
4. **The population that your agency reaches, including geographic location, socio-economic status, race, ethnicity, gender, age and physical or mental abilities.**
5. **Overview of organization structure including board, staff and volunteer involvement.**
6. **Your organization's relationships – both formal and informal – with other organizations working to meet the same needs or providing similar services. Please explain the differences from and similarities to these other agencies.**

B. Funding Request - Please describe the program for which you seek funding.

1. If applying for general operating support, briefly describe how this grant would be used.
2. If your request is for a specific project/program, please describe in detail:
 - A statement of its primary purpose and the issue that you are seeking to address.
 - The population that you plan to reach, how they will be involved and how they will benefit from the project/program.
 - Strategies that you will use to implement your project/program.
 - The names and qualifications of the individuals who will direct the project/program, if known.
 - Anticipated length of the project/program and timeline.
 - How the project/program contributes to your organization's overall mission. How it will benefit the community.
 - Any collaboration/interaction with other groups.

C. Evaluation - Please explain how you will measure the effectiveness of your activities.

1. Describe your criteria for a successful program.
2. What are the results you expect to have achieved by the end of the funding period?
3. What are your plans for future funding?
4. Explain how evaluation results will be used and/or disseminated and, if applicable, how the project/program can be replicated.

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II. ATTACHMENTS - Please label all attachments.

A. Financial Information - Overall Organization

1. Organization's current and prior year operating budget, including expenses and revenue; list sources of revenue received and those pending, including in-kind. If possible, indicate what percentage of donations are provided directly or indirectly by your board.
2. Most recent annual financial statement (audited, if available; if not, enclose most recent IRS form 990).

B. Financial Information - Project/Program (if applicable)

1. A budget for the project/program.
2. List key staff positions separately and include % of time spent on project.
3. List names and amounts requested of other foundations, corporations, and other funding sources to which this proposal has been submitted.
4. Indicate the specific uses of the requested grant.
5. List in-kind support.

C. Other supporting materials

1. A list of your board of directors and their principal affiliations. Please include criteria for board selection.
2. One-paragraph resumes of key organizational staff including key project/program staff.
3. A copy of the current IRS determination letter indicating 501(c)(3) and 509(a) tax exempt status or that of your fiscal agent.
4. Your most recent annual report, if available.
5. Agency affiliation with federated funds or public agencies.

III. PROPOSAL SUMMARY - The attached grant proposal summary sheet must be completed.

SOUTHERN LOUISIANA GRANTMAKERS FORUM
COMMON APPLICATION FORM
GRANT PROPOSAL SUMMARY SHEET

Name and Address of Organization		Date
		Telephone
Names and Titles of Individuals Submitting Request		United Way/ACA/Gov't. Support
Amount Requested \$	Total This Project/Program \$	Total Organizational Annual Budget \$
Brief title (One Sentence)		Dates of Project/Program
<p>Please summarize in a short paragraph the purpose of your agency. Briefly explain why your agency is requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if a grant is made.</p>		
Others being solicited for this project/program.	Amount Requested	Amount Received
Subject Focus (Program Area)	Population(s) Served	Type of Support Requested (i.e. Operating, Capital, Start-Up, etc.)
<p>_____</p> <p>Signature of Board Chairman/President</p> <p>_____</p> <p>Print Name (Title)</p>		<p>_____</p> <p>Signature of Executive Officer</p> <p>_____</p> <p>Print name (Title)</p>
For Grantmaker Use		
Date Received	Proposal Identification Number	