

New York/New Jersey Area Common Application Form

The foundations and corporations that developed this common application form hope it will help nonprofit organizations in the New York/New Jersey area save time 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 in their application process.

Before submitting this application to a potential funder, you need to check to see whether your project or program matches their published interests. Information about individual grant programs is available from each funder, and at The Foundation Center's New York library, 79 Fifth Avenue (between 15th and 16th Streets), 2nd Floor, New York, NY 10003, and its cooperating collections in the greater New York tristate metropolitan area.

I n s t r u c t i o n s

- Please type and single-space all proposals.
- Please answer all of the questions in the order listed.
- Please use headings as provided.
- Please submit only one copy.
- Please do not include any materials other than those specifically requested at this time.
- Please do not send videotapes.

Page 1 of 4
6/99

New York/New Jersey Area Common Application Form *Cover Sheet*

(Please feel free to make copies of this form or generate this one-page cover sheet on your computer.)

Date of application: _____

Name of organization to which grant would be paid. Please list exact legal name.

Purpose of grant (one sentence): _____

Address of organization: _____

Telephone number: _____ Fax: _____ E-mail: _____

Executive director: _____

Contact person and title (if not executive director): _____

Is your organization an IRS 501(c)(3) not-for-profit? (yes or no): _____

If no, please explain: _____

Grant request: \$ _____

Check one:

General support _____

Project support _____

Total organizational budget (for current year): \$ _____

Dates covered by this budget (mo/day/year): _____

Total project budget (if requesting project support): \$ _____

Dates covered by project budget (mo/day/year): _____

Project name (if applicable): _____

New York/New Jersey Area Common Application Form Grant Proposal Format

- I. **PROPOSAL SUMMARY:** one-half page, maximum
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.
- II. **NARRATIVE**—Five pages maximum.
- A. **Background**—Describe the work of your agency, addressing each of the following:
1. A brief description of its history and mission.
 2. The need or problem that your organization works to address, and the population that your agency serves, including geographic location, socio-economic status, race, ethnicity, gender, sexual orientation, age, physical ability and language.
 3. Current programs and accomplishments. Please emphasize the achievements of the recent past.
 4. Number of paid full-time staff; number of paid part-time staff; number of volunteers.
 5. Your organization's relationships — both formal and informal — with other organizations working to meet the same needs or providing similar services. Please explain how you differ from 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*, please explain the project including:
 - A statement of its primary purpose and the need or problem that you are seeking to address.
 - The population that you plan to serve and how this population will benefit from the project.
 - Strategies that you will employ to implement your project.
 - The proposed staffing pattern for the project, and the names and titles of the individuals who will direct the project.
 - Anticipated length of the project.
 - How the project contributes to your organization's overall mission.
- C. **Evaluation**—Please explain how you will measure the effectiveness of your activities. Describe your criteria for a successful program and the results you expect to have achieved by the end of the funding period.

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III. **ATTACHMENTS**—Please label all attachments to correspond to the bold-faced, capitalized items below.

A. **Financial Information**—Please provide the dates that each document covers.

1. Your **MOST RECENT FINANCIAL STATEMENT**, audited if available. This statement should reflect *actual* expenditures and funds received during your most recent fiscal year.
2. Aligned side by side on the same page, your **OPERATING EXPENSE BUDGETS** for the current and most recent fiscal year.
3. Aligned side by side on the same page, **A LIST OF** foundation and corporate **SUPPORTERS** and all other sources of income, with amounts, for your current and most recent fiscal year.
4. Please list the foundations, corporations, and other **SOURCES** that you are **SO-LICITING FOR FUNDING** and, to the best of your knowledge, the **STATUS OF YOUR PROPOSAL** with each.

If project funding is requested:

5. **A CURRENT EXPENSE BUDGET FOR THE PROJECT**. List each staff line separately and include % of time spent on project. Indicate the specific uses of the requested grant, if possible.
6. A list of all **SOURCES OF INCOME** toward the project, actual and prospective with amounts.

B. **Other Supporting Materials**

1. A list of your Board of Directors, with their affiliations.
2. A copy of your most recent IRS letter indicating your agency's tax exempt status, or, if not available, an explanation.
3. One-paragraph resumes of key staff, including qualifications relevant to the specific request.
4. Your most recent annual report, if available.
5. *No more than three* examples of recent articles about, or evaluations of, your organization, if available.