

**National Network of Grantmakers
COMMON GRANT APPLICATION**

Dear Nonprofit Colleague:

To save you time and effort in the grant application process, the National Network of Grantmakers (NNG) has developed this common application form. NNG is an organization of grantmakers committed to social justice and philanthropic reform. The common application format is one way of moving toward our mission.

Strategies for Successful Grant Seeking:

- Research the funding interest of a foundation before applying and obtain a copy of its annual report and/or guidelines.
- Familiarize yourself with the funder's application process, including timetable and preferred method of initial contact. It is important to note that some funders accept proposals only after an initial phone call, query letter or pre-application form and in general, it is never a good idea to send out mass mailing of proposals.
- Include a brief cover letter that outlines the link between your proposal and the funder's interests. One paragraph of the cover letter should provide a brief summary of your project.
- Follow the attached format and any specific instructions from the funder.
- Remember that NNG members are interested in addressing the root causes of social problems and address this in your narrative.

Because this is a broad attempt to meet the general requirements of a number of grantmakers, certain funders might request additional information.

The National Network of Grantmakers is an organization of individuals involved in funding social and economic justice. The Network values individuals, projects and organizations working for systemic change in the U.S. and abroad, in order to create an equitable distribution of wealth and power and mutual respect for all peoples. NNG works primarily within organized philanthropy to increase financial and other resources to groups committed to social and economic justice. NNG has three strategic directions: Embarking on a campaign to galvanize existing and new philanthropic resources for social and economic justice work; Providing a network to offer mutual support for progressive grantmakers, share information across grantmaking sectors and promote the exchange of information and strategies among social change funders and community activists; Working to reshape philanthropic policies and procedures among our own members, as well as the larger field of philanthropy, to promote diversity and open, democratic processes in order to increase the amount of funding and other resources for progressive social change.

For more information contact:

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Web site: www.nng.org

PARTICIPATING FUNDERS LIST

Information about individual foundation funding interests is available from each funder. The NNG *Grantmakers Directory* is a good starting place for this type of information. It can be obtained from NNG. Please call for the current price. In addition, many local libraries carry a collection of funding resources provided by the Foundation Center. To identify a participating library near you, please call the Foundation Center at (800) 424-9836 or access their web site at <http://www.fdncenter.org>.

Foundations accepting the NNG Common Grant Application:*

A Territory Resource	Jessie Smith Noyes Foundation
Abelard Foundation-East	Ottinger Foundation
Abelard Foundation-West	Peace Development Fund
Acorn Foundation	Prospect Hill Foundation
Jennifer Altman Foundation	Public Welfare Foundation
Amazon Foundation	Rockefeller Family Fund
Angelica Foundation	San Diego Foundation for Change
Susan A. & Donald P. Babson Charitable Foundation	Seva Foundation
Beldon Fund	Seventh Generation Fund
Ben & Jerry's Foundation	Shefa Fund
Boehm Foundation	Ralph L. Smith Foundation
Boston Globe Foundation	Solidago Foundation
BridgeBuilders Foundation	Southern Partners Fund
C.S. Fund	Stern Family Fund
CarEth Foundation	Sun Hill Foundation
Changemakers	Tides Foundation
Chicago Resource Center	Unitarian Universalist Funding Program
Chinook Fund	Unitarian Universalist Veatch Program at Shelter
Discount Foundation	Rock
Episcopal City Mission	Rose & Sherle Wagner Foundation
FACT Services Company, Inc. for the French	Women's Peacepower Foundation
American Charitable Trust	
Foundation for Mid South	
Fund for Nonviolence	
Fund for Southern Communities	
Fund of the Four Directions	
Funding Exchange	
Wallace Alexander Gerbode Foundation	
Greensboro Justice Fund	
HKH Foundation	
Jadetree Two Foundation	
Larson Legacy	
Liberty Hill Foundation	
Libra Foundation	
Marianist Sharing Fund	
McKay Foundation	
Bert & Mary Meyer Foundation	
Charles Stewart Mott Foundation	
Stewart R. Mott Charitable Trust	
Stewart R. Mott's Building Organized Community Program	
A.J. Muste Memorial Institute	
Needmor Fund	
Nokomis Foundation	

*CONTACT FUNDERS BEFORE SUBMITTING AN APPLICATION

Application Format – Please use the following format to create your own proposal. This is not a fill-n-the-blank application.

I. COVER SHEET

Organization Name:

Tax exempt status:

Year organization was founded:

Date of application:

Address:

Telephone number:

Fax number:

Director:

Contact person and title (if not director):

Grant request: Period grant will cover:

Type of request (general support, start-up, technical assistance, etc.):

Project title (if project funding is requested):

Total project budget (if request is for other than general support):

Total organizational budget (current year):

Starting date of fiscal year:

Summarize the organization's mission (two to three sentences):

Summary of project or grant request (two to three sentences):

II. NARRATIVE (maximum of five pages.)

A. Introduction and Background of Organization (Incorporating the following points:)

1. Briefly describe your organization's history and major accomplishments.
2. Describe your current programs and activities.
3. Who is your constituency (be specific about demographics such as race, class, gender, ethnicity, age, sexual orientation and people with disabilities)? How are they actively involved in your work and how do they benefit from this program and/or your organization?

4. If you are a grassroots group, describe your community. If you are a state, regional or national organization, describe your work with local groups, if applicable and how other regional and/or national organizations are involved.

B. Describe your request (Incorporating the following points:)

1. Problem statement: what problems, needs or issues does it address?
2. If other than general operating support, describe the program for which you seek funding, why you decided to pursue this project and whether it is a new or ongoing part of your organization.
3. What are the goals, objectives and activities/strategies involved in this request? Describe your specific activities/strategies using a timeline over the course of this request.
4. How does your work promote diversity and address inequality, oppression and discrimination within your organization as well as the larger society?
5. Describe systemic or social change you are trying to achieve: How does your work address and change the underlying or root causes of the problem?

III. ATTACHMENTS/REQUIREMENTS (*Supply everything checked below by funder who prepared this copy.*)

A. Evaluation

⑤ 1. Briefly describe your plan for evaluating the success of the project or for your organization's work. What questions will be addressed? Who will be involved in evaluating this work—staff, board, constituents, community, consultants? How will the evaluation results be used?

B. Organizational Structure/Administration

⑤ 1. Briefly describe how your organization works: What are the responsibilities of board, staff and volunteers?

And if membership organization, define criteria for membership. Are there dues?

⑤ 2. Who will be involved in carrying out the plans outlined in this request? Include a brief paragraph summarizing the qualifications of key individuals involved.

⑤ 3. Provide a list of your board of directors with related demographic information.

⑤ 4. How is the board selected, who selects them and how often?

⑤ 5. Include an organizational chart showing decision-making structure.

C. Finances

⑤ 1. Most recent, completed full year organizational financial statement (expenses, revenue and balance sheet), audited, if available.

⑤ 2. Organization's current annual operating budget (See attached budget format).

⑤ 3. Current project budget, other than general support (See attached format).

⑤ 4. Projected operating budget for upcoming year (See attached format).

⑤ 5. List individually other funding sources for this request. Include amounts and whether received, committed or projected/pending.

⑤ 6. Describe your plans for future fund raising.

7. A copy of your IRS 501(c)(3) letter. If you do not have 501(c)(3) status, check with the funder to see if they are willing to fund through your fiscal sponsor or are willing to exercise expenditure responsibility.

Additional information may be required to do so.

8. Other _____

D. Other Supporting Material

1. Letters of support/commitment (up to three).

2. Recent newsletter articles, newspaper clippings, evaluations or reviews (up to three).

3. Recent annual report.

4. Videos/cassettes are accepted ONLY if this box is checked.

5. Other _____

Guidelines for applicants (completed by funder)

Send _____ number of complete copies: cover sheet, five page proposal and attachments that are checked off.

Use a standard typeface no smaller than 10 points and no less than .25 in margins .

Proposals by fax are are not accepted.

Binders or folders are are not accepted.

Your proposal must be double sided/single sided/no preference.

Please use the following paper:

white very light colored recycled 8 ½ x11 inches only no preference.

Sí, aceptamos las solicitudes de fondos en español . Yes, we accept funding proposals in Spanish.

No aceptamos las solicitudes en español . No, we do not accept funding proposals in Spanish.

IV. BUDGET

If you already prepare organizational and project budgets that approximate this format, please feel free to submit them in their original forms. You may reproduce this form on your computer and/or submit separate pages for income and expenses.

Budget for the period: _____ to _____

EXPENSES INCOME

Salaries & wages (breakdown by individual position and indicate full or part-time)

Fringe benefits & payroll Taxes

Consultants & professional fees

Travel

Equipment

Supplies

Training
Printing & copying
Telephone & fax
Postage & delivery
Rent & utilities
In-kind expense
Other (specify)
TOTAL EXPENSE

Government grants & contracts (specify)
Foundations (specify)
Corporations
Religious institutions
United Way, Combined
Federal Campaign & other federated campaigns
Individual contributions
Fundraising events & products
Membership income
In-kind support
Other (earned income, consulting fees, etc. Please specify)
TOTAL INCOME

BALANCE