



## COMMON GRANT APPLICATION FORM

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### INTRODUCTION

This common grant application form was developed as a program planning tool by the Connecticut Council for Philanthropy and an advisory committee of foundation and nonprofit professionals working to simplify the grantseeking process. It is for use solely by Connecticut nonprofit organizations.

In using this form, please keep in mind that **every grantmaker has different guidelines and priorities**, as well as different deadlines and timetables. Note also that any funder who accepts this form may request additional information at any stage in the proposal process.

### INSTRUCTIONS

1. Do your research to determine the foundations and corporations that make grants to your type of organization, the geographic area in which you function and your field of interest.
2. Call or write to each grantmaker to obtain specific guidelines for application. **Do not submit this application without this contact.**
3. Include a cover letter with each application to introduce your organization and your proposal.
4. Type and single-space all proposals.
5. Answer all the questions in the order listed and the space provided.
6. Use the headings, subheadings, and numbers provided.
7. Check with funders about the number of copies required.
8. Please do not send audio or video tapes.

### RESOURCES

**Connecticut Grantmakers Online:** [www.CTphilanthropy.org](http://www.CTphilanthropy.org)

**Foundation Center:** [www.foundationcenter.org](http://www.foundationcenter.org)

**Foundation Center's Cooperating Collections Network:** Greenwich Library, Hartford Public Library, Middletown's Russell Library, New Haven Free Public Library, Public Library of New London, Ridgefield Library, Westport Public Library.

**Connecticut Council for Philanthropy (CCP) is an association of grantmakers.  
Do not send this application to CCP.**

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## COVER SHEET (This document contains expandable form fields.)

Today's date: \_\_\_\_\_

Please answer all questions on this page; do not refer to attachments.

1. \_\_\_\_\_  
Legal name of organization Telephone Fax
2. \_\_\_\_\_  
Address of organization
3. \_\_\_\_\_  
Chief executive officer (CEO)/Executive Director Title Email
4. \_\_\_\_\_  
Contact person for this application, if different from CEO/Executive Director Title  
\_\_\_\_\_  
Telephone Fax Email
5. Principal purposes and services of your organization:
6. Geographic area served: \_\_\_\_\_
7. Number of persons served annually: \_\_\_\_\_
8. Number of employees: \_\_\_\_\_ full-time; \_\_\_\_\_ part-time; \_\_\_\_\_ volunteers
9. Specific purpose for which funds are requested. Is this a new program? Yes  No
10. Amount requested: \$\_\_\_\_\_; Period of time in which funds will be spent: from \_\_\_\_\_ to \_\_\_\_\_.
11. Organization's total budget: \$\_\_\_\_\_; Project's budget (if applicable) \$\_\_\_\_\_.  
Fiscal year: \_\_/\_\_/\_\_ to \_\_/\_\_/\_\_
12. Does your organization receive support from United Way, Combined Health, Arts Council or other federated funds: Yes  No
13. Letter from IRS stating 501(c)(3) tax status: Yes  (please attach copy) No
14. \_\_\_\_\_  
Signature of Board Chair, indicating approval Signature of CEO\Executive Director

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**A. Narrative:** Limit to five (5) pages. Use these headings, subheadings and numbers. If a question does not apply to your organization, please indicate that with “NA”

**1. Organizational Information** (no more than two pages)

- a. Brief summary of organization's history, mission and goals
- b. Description of current programs and accomplishments
- c. Population the agency benefits: socio-economic status; language; age; physical abilities and/or other descriptions, as appropriate; and how your organization involves them in its planning process
- d. How this agency uses volunteers
- e. How this agency works with others providing similar services

**Briefly answer the following in bullet form:**

- f. How often did your board of directors meet in the past year and what was the average percent?
- g. What internal financial/accounting controls does your organization follow?
- h. Does the auditor meet with the board or a board committee?
- i. What financial information is given to the board and how often is it provided?
- j. What is the process used to annually evaluate your organization's executive director?

**2. Purpose of this grant**

- a. Statement of community needs/issues to be addressed; description of target population to benefit
- b. Description of project goals for which funds are being requested
- c. Project description, including objectives, activities, timeframe, number served and frequency
- d. Description of how the people expected to benefit from this project have been or will be involved in its development and implementation
- e. Description of how you plan to evaluate the success of the project, including outcomes and results
- f. List of key individuals involved in the project; brief summaries of their qualifications (no resumes, please)
- g. How evaluation results will be used for program planning—for both the organization and for others doing similar work
- h. Long-term strategies for funding this project beyond the grant period

**B. Budget/Financial Information** (Provide the dates each document covers)

- a. Budget for this grant request showing income and expenses
- b. Listing of the funding sources for this request (foundations, corporations, others) solicited for this request for current year, and, if this is not a new project, for previous years (indicate the amounts requested and status of your proposal with each one)
- c. Organization's annual operating budget and actual income-and-expenses for most recently completed fiscal year (align these side by side)
- d. Organization's annual operating budget and actual year-to-date income-and-expenses for current year (align these side by side.) Please also include funders, amounts granted and purpose of grant
- e. Most recent annual financial statement (audited, if available) and management letter (if available)

**C. Other supporting materials**

- a. Organizational chart
- b. Board membership list with names and affiliations
- c. Copy of IRS determination letter and/or explanation of your tax-exempt status
- d. Annual Report
- e. Letters of agreement, if this is a collaborative proposal (not letters of support)