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Example of a Grant Application Form

The Marshall Fund of Arizona offers these guidelines to grant applicants:

APPLYING FOR A GRANT

Preliminary requests should be made in a one- or two-page letter. The letter should describe the mission and vision of the organization, the intended project, why it is needed and how it will be implemented. The initial request should be kept short and to the point.

In addition, a budget for the specific grant should be submitted as well as a budget for the organization, a copy of the IRS 501(c)(3) letter, a list of the board of directors, and a letter from the board chair stating board approval of the request.

If the proposed meets the Marshall Fund's guidelines and interests, the applicant will be asked to provide further detailed information for review and consideration by the board of directors. Final approval rests with the board of directors.

GUIDELINES

Grants will be made only to tax-exempt organizations that qualify under Section 501(c)(3) of the Internal Revenue Code. Grants will be made primarily to support new and innovative programs.

Grant requests must include short- and long-term goals and defined measurable outcomes. Grants that indicate collaboration and coordination with other organizations will be looked upon favorably.

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Selecting a Proposal Application Form

You want to make the application process as smooth and simple as possible for your board and for your grantseekers. To weed out proposals that are off the mark, many family foundations request a letter of inquiry (LOI) before inviting a full proposal. An LOI is a one-to-two page summary of the grantseekers' project. While they are useful in screening proposals, they can also work against applicants who are not skillful writers by denying them the chance to fully explain their programs.

Before spending hours developing your own application form, review the many common application forms already in use. The National Network of Grantmakers in San Diego publishes one, as do many Regional Associations of Grantmakers groups. Common application forms vary from one organization to another, so you will want to look at several before selecting the one you like best. In the end, you may still prefer to develop your own, either because you have

particular funding interests or because you believe you can improve on available designs.

In selecting an application form, consider these questions:

- How can we make this form simpler for us and for grantseekers?
- Will this application form bring us the best possible proposals? If not, how can we change it?
- What else can we do to make the application process easier for us and for prospective grantees?

TIP > Be sure to tell grantseekers whether you prefer that they contact you by telephone or by letter. If you do not want telephone inquiries, say so.