



NATIONAL CENTER FOR  
FAMILY PHILANTHROPY

## Family Giving Online Knowledge Center Sample Forms, Checklists, and Policies

**TITLE:** Pre-Application Questionnaire For Grantees

**SOURCE:** *The Trustee Notebook: An Orientation for Family Foundation Board Members*

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### PRE-APPLICATION QUESTIONNAIRE FOR GRANTEES

Thank you for your interest in applying for funding from the \_\_\_\_\_. In order to save prospective applicants the time and effort involved with the preparation of a formal grant application, we ask you to complete this questionnaire before sending us any materials. Please return this form to the address below.

This form is not a grant application. After the staff and Trustees review your completed questionnaire, all requests are acknowledged. If there is Trustee interest, additional information will be requested. Thank you.

Date: \_\_\_\_\_

1. Information about your organization:

Year Established: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

President/Executive Director: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

501 (c) 3 Organization: Yes ( ) No ( )

**[Note: The fund makes grants only to 501 (c) 3 organizations]**

2. What is the basic purpose of your organization (one brief paragraph):

3. If you are requesting general supports, please indicate amount (\$): \_\_\_\_\_
4. If you are requesting project support, please indicated amount (\$): \_\_\_\_\_
5. Highlight briefly the nature of the project for which you are seeking support from the \_\_\_\_\_ (need implementation plans, expected outcomes):
  
6. Are you a past grantee of the \_\_\_\_\_?: If so, when \_\_\_\_\_ amount \$ \_\_\_\_\_
7. Referred to the \_\_\_\_\_ by: \_\_\_\_\_
8. Total organizational budget \$ \_\_\_\_\_ Project budget (if applicable) \$ \_\_\_\_\_
9. You may enclose an information brochure, if you have one. ( ) enclosed