

## **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](http://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 [www.fdncenter.org](http://www.fdncenter.org).

### **Foundations accepting the NNG Common Grant Application: \***

A Territory Resource	Chicago Resource Center
Abelard Foundation-East	Chinook Fund
Abelard Foundation-West	Discount Foundation
Acorn Foundation	Episcopal City Mission
Jennifer Altman Foundation	FACT Services Company, Inc.
Amazon Foundation	for the French American
Angelica Foundation	Charitable Trust
Susan A. & Donald P. Babson	Foundation for Mid South
Charitable Foundation	Fund for Nonviolence
Beldon Fund	Fund for Southern Communities
Ben & Jerry's Foundation	Fund of the Four Directions
Boehm Foundation	Funding Exchange
Boston Globe Foundation	Wallace Alexander Gerbode
BridgeBuilders Foundation	Foundation
C.S. Fund	Greensboro Justice Fund
CarEth Foundation	HKH Foundation
Changemakers	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  
Jessie Smith Noyes Foundation  
Ottinger Foundation  
Peace Development Fund  
Prospect Hill Foundation  
Public Welfare Foundation

Rockefeller Family Fund  
San Diego Foundation for  
Change  
Seva Foundation  
Seventh Generation Fund  
Shefa Fund  
Ralph L. Smith Foundation  
Solidago Foundation  
Southern Partners Fund  
Stern Family Fund  
Sun Hill Foundation  
Tides Foundation  
Unitarian Universalist Funding  
Program  
Unitarian Universalist Veatch  
Program at Shelter Rock  
Rose & Sherle Wagner  
Foundation  
Women's Peacepower  
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**

- ☐ 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**

- ☐ 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?
- ☐ 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.
- ☐ 3. Provide a list of your board of directors with related demographic information.
- ☐ 4. How is the board selected, who selects them and how often?
- ☐ 5. Include an organizational chart showing decision-making structure.

**C. Finances**

- ☐ 1. Most recent, completed full year organizational financial statement (expenses, revenue and balance sheet), audited, if available.
- ☐ 2. Organization's current annual operating budget (See attached budget format).
- ☐ 3. Current project budget, other than general support (See attached format).
- ☐ 4. Projected operating budget for upcoming year (See attached format).

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