Grant Application Tip Sheet:

Filling out your Application:

As you begin working on your application, please be sure to save your work elsewhere as backup. We suggest copy/pasting your answers from a Word document so that you have all of your information saved if something goes wrong. If you begin entering information and need to "Save and Continue Later", an email link will pop up. You <u>must</u> save that link in order to gain access your Application in the future. If you do not save this link, you will have to start over. We are not able to recover it for you.

- The first part of the Application asks you to tell us about your organization. Data should come directly from your 501c3 determination letter, your Profit & Loss and Balance Sheets, and your program's business plan. When discussing your organization's history, please provide us with a brief overview. Assume we know nothing about your organization or the work that you do, and please provide us with your Mission Statement, as it is written in your bylaws.

- **THE PURPOSE OF YOUR REQUEST:** Include a short summary of your request that identifies your project need and how you plan to address it. Be sure to include goals and objectives that are reasonable, credible and verifiable. Write the summary after you have laid out other sections of the proposal and consider having someone who is unfamiliar with the project review your summary to see if it succinctly explains the importance of your request. It will be very important to describe how your project/program benefits the residents of Niagara County, why it is different from others that currently exist, and/or why it addresses a significant community need. The needs statement presents a compelling plea as to why your project is necessary and defines the problem you will address with the requested funds.

- **PLANS FOR ASSESSMENT OF OUTCOMES:** Explain how you will assess the success of this project. We will consider the goals you have set, and how you plan to meet those goals.

- **DESCRIBE YOUR PLANS FOR SUSTAINING THE PROGRAM:** Describe how you plan to sustain your program after receiving a grant and whether you anticipate a yearly request. Explain any alternate plans for revenue and elaborate on whether you have the proper personnel to carry out the program.

- **DESCRIBE HOW YOUR PROGRAM DIFFERS FROM OTHERS:** Explain what sets your program apart from similar services being offered in the community, or how it may enhance those already existing.

- **LIST ALL COLLABORATIONS WITH OTHER ORGANIZATIONS:** Tell us about any other organization involved in your project, or about any other organizations that you work with on a regular basis.

- **LIST PREVIOUS FUNDING FROM US OVER THE LAST 5 YEARS**: Please provide acknowledgement of all previous funding you have received from the Foundation in the past 5-years and confirmation that all Follow Up Forms have been submitted. The completed Follow Up Form is necessary to close out a grant. We may not consider a request, if your previous grants have not been closed out.

- **WHAT ARE THE ELIGIBILITY REQUIREMENTS TO PARTICPATE IN YOUR PROGRAM:** Explain if your program requires a membership, or if it targets a particular group of people.

- **FUNDING SOURCES AND AMOUNTS APPLIED FOR, RECEIVED OR COMMITTED TO THIS PROJECT:** Detail what other funding sources you have applied to and all funding you have received for this project. Please include all grants, donations, pledges, in-kind support, and public grant campaigns.