



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 <http://www.fdncenter.org>.

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

A Territory Resource	Larson Legacy
Abelard Foundation-East	Liberty Hill Foundation
Abelard Foundation-West	Marianist Sharing Fund
Acorn Foundation	McKay Foundation
Jennifer Altman Foundation	Bert & Mary Meyer Foundation
Amazon Foundation	Charles Stewart Mott Foundation
Angelica Foundation	Stewart R. Mott Charitable Trust
Susan A. & Donald P. Babson Charitable Foundation	Stewart R. Mott's Building Organized Community Program
Beldon Fund	A.J. Muste Memorial Institute
Ben & Jerry's Foundation	Needmor Fund
Boehm Foundation	Nokomis Foundation
Boston Globe Foundation	Jessie Smith Noyes Foundation
BridgeBuilders Foundation	Ottinger Foundation
C.S. Fund	Peace Development Fund
CarEth Foundation	Prospect Hill Foundation
Changemakers	Public Welfare Foundation
Chicago Resource Center	Rockefeller Family Fund
Chinook Fund	San Diego Foundation for Change
Discount Foundation	Sapelo Foundation
Episcopal City Mission	Seva Foundation
FACT Services Company, Inc. for the French American Charitable Trust	Seventh Generation Fund
Foundation for Mid South	Shefa Fund
Fund for Nonviolence	Ralph L. Smith Foundation
Fund for Southern Communities	Solidago Foundation
Fund of the Four Directions	Southern Partners Fund
Funding Exchange	Stern Family Fund
Wallace Alexander Gerbode Foundation	Sun Hill Foundation
Gill Foundation	Tides Foundation
Greensboro Justice Fund	Unitarian Universalist Funding Program
HKH Foundation	Unitarian Universalist Veatch Program at Shelter Rock
Jadetree Two Foundation	Rose & Sherle Wagner Foundation
	Women's Peacepower Foundation

\*It is best to contact funders before submitting your application.

## **I. COVER SHEET (Please use this format to create a one-page 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,  
☐ 8½ 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.

Funder who prepared this copy of the Common Grant Application: \_\_\_\_\_

#### 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	
Item	Amount	FT/PT	Source	Amount
Salaries & wages (breakdown by individual position and indicate full or part-time)	\$ _____ _____ _____ _____	_____ _____ _____ _____	Government grants & contracts (specify)  Foundations (specify) Corporations Religious Institutions United Way, Combined Federal Campaign & other federated campaigns	\$ _____  \$ _____ \$ _____ \$ _____
Fringe benefits & payroll Taxes	\$ _____			
Consultants & professional fees	\$ _____		Individual contributions	\$ _____
Travel	\$ _____		Fundraising events & products	\$ _____
Equipment	\$ _____		Membership income	\$ _____
Supplies	\$ _____		In-kind support	\$ _____
Training	\$ _____		Other (earned income, consulting fees, etc. Please specify)	\$ _____
Printing & copying	\$ _____		_____	_____
Telephone & fax	\$ _____		_____	_____
Postage & delivery	\$ _____		_____	_____
Rent & utilities	\$ _____			
In-kind expense	\$ _____			
Other (specify)	\$ _____			
_____				
TOTAL EXPENSE	\$ _____		TOTAL INCOME	\$ _____
			BALANCE	\$ _____