Grant Application Guidelines

The form your application takes is far less important than its content. In writing your proposal, however, keep in mind that it will be reviewed by people who may not be familiar with your project or your agency. Make sure, therefore, that you fully explain your project and what you hope to accomplish. Be as clear, complete and concise as possible. The following represents the essential points that your proposal needs to address. You may choose to include other points, as well.

For grants submitted with an overall project budget of $2,000.00 or less, please skip to "VI.

I. **PROGRAM NARRATIVE**

A. **Statement of Purpose**: What is the purpose of your project, and what community issue(s) does your project address? Please document the local need for your project. Is this a new project for your agency? For the community? If similar projects exist, explain how the proposed project will be different.

B. **Project Objectives**: Describe the expected impact of your project. Specify the activities to be undertaken, as well as the time line for the implementation and completion of them.

C. **Target Population**: Who will benefit from this project? Estimate the number of people to be served and the amount of services they will receive.

D. **Collaboration**: Are you collaborating with other agencies? If so, please indicate which one(s) and describe your collaborative efforts. Include support letters, if appropriate.

E. **Future Plans**: Is this (or will this become) an ongoing project? If "yes", please describe how you will support it in the future.

F. **Evaluation**: Describe how you will assess and measure your project's success.

II. **BACKGROUND OF YOUR ORGANIZATION**

A. Please provide background material on your organization's history and operations, if you haven't received prior support from The Troy Foundation.

B. Governance structure: Is your organization's Board a policy-making or advisory group? How often does it meet?

III. PERSONNEL

A. Who are the key staff members involved with this project? Please describe their qualifications.

B. Will additional staff, consultants or outside resources be required for this project? If so, please explain. Provide job descriptions, if appropriate.

IV. PROJECT BUDGET

A. Please provide a comprehensive budget for your project, listing all your sources of income and detailing all expenses.

B. Describe how the Foundation's grant will be used.

C. What other funds have been received or are under consideration for this project? Please list the funds in the following format:

> Funds received or committed:
> <u>Source</u>   <u>Amount</u>   <u>Date committed</u>   <u>Conditions/Purpose</u>
>
> Requests pending or contemplated:
> <u>Source</u>   <u>Amount</u>   <u>Date response expected</u>   <u>Purpose</u>

V. REQUIRED ATTACHMENTS

Please submit the following attachments with your completed proposal.

1. A list of your organization's officers, directors, board members and staff.

2. A copy of your your organization's IRS Form 990.

3. Your organization's current budget (if different from your project budget), with your most recent monthly or quarterly financial statement. If possible, include your budget for the next fiscal year.

4. A copy of your IRS Tax Determination Letter—501(c)(3) designation—if you are a first-time applicant to the Foundation.

5. Any attachments you feel will help establish your organization's credibility or help clarify your project, such as your most recent annual report.

VI. APPLYING FOR A MINI-GRANT FROM THE TROY FOUNDATION

The Troy Foundation realizes that all programs, equipment needs, and projects do not have to include a large price tag to carry them out. We also realize that some of these things can make the greatest impact on our community. In order to

address these smaller needs of organizations, a shorter application process has been added for grants with an **OVERALL PROJECT BUDGET of $2,000.00 or less**.

Mini Grants use the same application process as all other General Fund applications. If the overall project budget is $2,000.00 or less, there will be fewer required questions within the online application. A program narrative, project budget, and signature will be required, but many of the attachments may be omitted from this abbreviated application.

Submit your grant application and all supporting documentation via The Troy Foundation's Online Grants Portal.

Click here to apply.

If you have questions, please contact Nathan Kleptz at 937-339-8935 or via email at nkleptz@thetroyfoundation.org.