



**GRANT APPLICATION FORM  
FULL PROPOSAL FOR \$100,000 GRANT**

**I. Organization Information**

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Name of Organization

Legal Name, if different

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Address

City

State

Zip

County

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Mailing Address, if different

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Phone

Fax

Web Site Address

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Executive Director, CEO, or President

Phone

E-mail

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Name and Title of Person Preparing Application

Phone

E-mail

**ONLY 501(c)(3) organizations may apply**

**EIN Number** \_\_\_\_\_

## **II. Proposal Information**

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Focus area selected for this project/program (must be the same as submitted on Letter of Inquiry)

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Proposed Project/Program Title

Project Director

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Project Director's Phone

Fax

E-mail

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Total Project Budget

Project Start and End Dates

Location of Project Activities

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Proposed Project's Target Population and Number Served

Brief description of the project/program

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***Certification: Our organization and Board of Directors authorize submission of this proposal. Our tax-exempt status under IRS Section 501(c) (3) has not been revoked or modified. We, the undersigned, have read and understand the Terms of the Grant Agreement, and, should a grant be received, agree to follow its terms and conditions. We certify that to the best of our knowledge, the statements contained in this application are accurate and complete.***

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Executive Director or CEO - Print Name

Signature

Date

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Board President - Print Name

Signature

Date

### **III. Organization Profile**

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Name of Organization

Years in Operation

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Geographic Area Served

Current Approved Annual Operating Budget

Mission Statement:

Brief History of Organization – Background Summary

*Number of:*

Board Members: \_\_\_\_\_

Volunteers: \_\_\_\_\_

Full-time Employees: \_\_\_\_\_

Part-time Employees: \_\_\_\_\_

Top five funding sources for the last completed fiscal year, including names of funders and amounts:

What are the current primary programs and services of your organization? What makes your organization unique?

Does your organization have an endowment? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, how much \$ \_\_\_\_\_

Do you conduct a review or evaluation of your Executive Director? Yes \_\_\_ No \_\_\_  
If yes, how often is the review done? \_\_\_\_\_  
What method of evaluation is used? \_\_\_\_\_

## **IV. Project Description**

**This project description is not to exceed five (5) pages, typed in a 12-point font.**

1. Provide brief summary of Proposed Project.
2. State the need and provide evidence of that need.
3. Present Goals and Objectives:
  - Why has this project been selected as a priority for your organization?
  - Who will this project serve? (number of impacted people and target population)
  - How does this project address the statement of need?
  - List the specific activities for which you seek funding.
  - Please clearly outline the use of the entire \$100,000 grant and show that all grant funds will be expended within 24 months.
  - What are the projected outcomes?
  - How do you plan to measure impact and results?
  - Is this a new program or an expansion of an existing one? For an expansion, fully describe changes from current program in number served, program components, etc.
  - How do you define success?
4. Timeline: What are the start and end dates for this project, and any other significant dates?
5. Planning Details:
  - Explain how the project will be implemented. How does it work? Provide examples.
  - What proposals or cost estimates have you received?
  - Do you have permits, contracts, drawings, leases, site plans, etc.? If this proposed project contains any capital expenses (building, equipment, etc.) related to the project, please include supporting relative information such as permit applications, drawings, leases, site plans, etc.
  - Who are the key staff members for this project and what are their responsibilities?
  - What are your contingency plans if actual costs are under or over budget?
6. Other Funding Sources: Do you have other funding sources for this project? List current funds and pending grants of \$1,000 or more for which you have applied or intend to apply to support this project. For pending grants, include dates that decisions will be made.
7. Sustainability: Describe your plans for sustainability of this project. What are your future funding plans?
8. Collaboration: If your proposal is a collaborative effort, please provide specifics and list all partners.
9. Litigation/Liability: Is there litigation pending or threatened against your organization or any recent judgments? If yes, please give details. Does your organization carry G/L and D&O insurance? If so, please list all lines of insurance coverage, deductibles, policy periods, and policy numbers.

## **V. Proposal Packet**

Please include

- Signed full proposal
- Your IRS 501 (c) (3) Determination Letter
- A list of board members, including board positions, profession/affiliation, county and city of residence and years served
- Qualifications/bio of key staff responsible for this project
- Detailed project budget, listing anticipated revenues and all expenses
- Year to date organization's financial statements with budget for current year
- IRS Form 990 filing (including Schedule A) for the past **three** (3) years
- Audited financial statements for the past **three** (3) years, or if not available, include organization's financial statements with budget for unaudited years
- Most recent annual report

Please email the completed Proposal Packet to the address associated with the Focus Area you have selected:

[artsandculture@impact100chicago.org](mailto:artsandculture@impact100chicago.org)

[education@impact100chicago.org](mailto:education@impact100chicago.org)

[environment@impact100chicago.org](mailto:environment@impact100chicago.org)

[family@impact100chicago.org](mailto:family@impact100chicago.org)

[healthandwellness@impact100chicago.org](mailto:healthandwellness@impact100chicago.org)

Please put "Grant Application," the name of your organization, and the focus area you have selected in the subject line.

***Please submit no later than 5:00p.m. on 3/2/2012***

All Grant Applications received will be acknowledged electronically.

If you have any questions about the process, please contact us at

[grants@impact100chicago.org](mailto:grants@impact100chicago.org)