



**FORMAL GRANT APPLICATION:  
COVER LETTER**

Date of Application: \_\_\_\_\_

Legal Name of Organization: \_\_\_\_\_  
(Should be the same as on IRS determination letter and as supplied on IRS Form 990)

Year Founded: \_\_\_\_\_ Current Annual Operating Budget: \$ \_\_\_\_\_

CEO or Executive Director: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Person/Title (if different from CEO or ED): \_\_\_\_\_

Email: \_\_\_\_\_

Address (principal/administrative office): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address (If different from above): \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_ Website: \_\_\_\_\_

Project Name: \_\_\_\_\_

Purpose: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_ Total Project Cost: \$ \_\_\_\_\_ Start/End Dates: \_\_\_\_\_

Project Goals: \_\_\_\_\_  
\_\_\_\_\_

Geographic Area to be Served: \_\_\_\_\_

**I CERTIFY THAT:**

1. The tax-exempt status of this Organization is still in effect,
2. This Organization does not support or engage in any terrorist activity, and

3. If a grant is awarded to this Organization, the proceeds of that grant will not be distributed to or used to benefit any organization or individual supporting or engaged in terrorism or used for any other unlawful purpose.

Signatures:

\_\_\_\_\_  
President, Board of Directors Date

\_\_\_\_\_  
CEO or Executive Director Date

**DOUGLAS FOUNDATION FORMAL GRANT APPLICATION:**  
*PROGRAM/PROJECT NARRATIVE*

Date of Application: \_\_\_\_\_

Legal Name of Organization: \_\_\_\_\_

Please respond as succinctly as possible to the following questions. Attach pages, as needed.

**Problem and Need.** Identify the problem to be addressed and the needs to be met by your program/project.

**Program/Project Goals.** Describe the goals and overall impact of the program/project.

**Measurable Goals.** Specify your plans for measuring the success of the program/project. What will you measure, how will you measure, when will you measure?

**Program/Project Design.** Describe your program/project activities, strategies, staffing, partners, timelines and explain how the design will enable you to address the problem or need. Identify the program/project as new or continuing.

**Impact of Douglas Foundation Grant.** Describe the impact the requested grant would have on your ability to achieve your program/project goals.

**Sustainability.** Specify your plans for financing the program/project at the termination of the grant. List other financing sources or strategies that you are developing.

**DOUGLAS FOUNDATION FORMAL GRANT APPLICATION:**  
*PROGRAM/PROJECT BUDGET*

Date of Application: \_\_\_\_\_

Legal Name of Organization: \_\_\_\_\_

An accurate, detailed budget for your proposed program/project is critical. Your total budget should be broken down into the items specified below. If your budget is typewritten and contains the required information, you may submit it in a format convenient for you. A sample format with suggested revenue and expense categories follows.

**A. Budget Heading**

- Specify the budget period (e.g., January 1, 2022, to December 31, 2022)
- Specify the requested amount and the total cost of the program/project

**B. Revenue**

If the requested amount is different from the total cost of the program or project, itemize all confirmed and anticipated sources of revenue, and provide a revenue total. Refer to the following example for possible revenue categories. Also, indicate the amount of funds, if any, for the program or project that will be drawn down from your operating budget and/or reserve fund or endowment.

**C. Expenses**

Itemize your expenses and provide an expense total. Include any additional items relevant to your proposed program or project.

**D. Budget Narrative**

This section should include:

- The list of assumptions on which the budget was based
- An explanation of any unusual budget items
- The percentage of overhead applied to the program or project should precede the itemized listing, if applicable
- In-kind expenses and donations or matching funds should also be described
- If your organization has affiliates and/or subsidiaries, please explain

**E. Sample Program/Project Budget Format and Categories**

<b>REVENUE</b>	<b>COMMITTED FUNDS</b>	<b>PENDING FUNDS</b>
<b>1.Grants/Contracts/Contributions</b>		
Local Government		
State Government		
Foundations (itemize on separate lines)		
Corporations (itemize on separate lines)		
Individuals		
Other (specify)		
<b>2.Earned Income</b>		
Events		
Publications and Products		
<b>3.Membership Income</b>		
<b>4.In-Kind Support</b>		
<b>5.Other (specify)</b>		
<b>TOTAL REVENUE</b>		
<b>EXPENSE</b>	<b>AMOUNT REQUESTED</b>	<b>TOTAL EXPENDITURE</b>
Program/Project Personnel		
Salaries and Wages		
Payroll Taxes		
Benefits		
Consultants and Professional Fees		
Travel/Professional Development		
Operations		
Rent		
Utilities		
Website/Internet		
Postage/Messenger Services		
Printing/Copying		
Equipment		
Office Supplies		
Other (specify)		
<b>TOTAL EXPENSE</b>		
<b>SURPLUS or DEFICIT</b>		
	TOTAL REVENUE	
	(TOTAL EXPENSE)	
	TOTAL SURPLUS (DEFICIT)	

## **DOUGLAS FOUNDATION FORMAL GRANT APPLICATION:**

### *REQUIRED DOCUMENTATION*

The following documents must be submitted with your grant application for your grant request to be considered complete:

#### **Verifications**

- Copy of your IRS Determination Letter indicating 501 (c)(3) tax-exempt status and public charity status
- If you are applying at the request of the Douglas Foundation or have been referred by an agency working with the Douglas Foundation, include a copy of the Foundation's invitation or the agency's referral letter

#### **Organizational Structure**

- List of officers and directors and their affiliations
- List of key staff members
- Résumé of CEO or Executive Director
- List of key personnel involved in the program/project (short bios appreciated)

#### **Organizational Information**

- Most recent Annual Report or strategic business plan

#### **Financial Information**

- Audited financial statements for the most-recently completed fiscal year
- Organization's current operating budget with all expenses and revenues itemized
- Program/Project budget with all expenses and revenues itemized