
COMMON GRANT APPLICATION

Working collaboratively, Colorado's philanthropic community has proposed an unprecedented initiative that should streamline the grant-seeking process. Representatives from Colorado foundations and a broad range of nonprofit organizations have designed a Common Grant Application that will benefit both grant makers and grant seekers alike.

1. The Common Grant Application is designed to encourage dialogues between funders and nonprofit organizations. The goals of the Common Grant initiative are:
 - To enable nonprofits to spend less time processing the same information in many different formats for different foundations, thus allowing them to devote more time to the mission of their organization. This is especially important as Colorado faces new challenges in meeting society's complex needs.
 - To allow nonprofits to focus on communicating clearly and concisely the unique nature of their organization and the substance of their project, thus eliminating volumes of paperwork.
 - To systematize the grant-seeking process, enabling foundation trustees to receive and digest the information more easily, have knowledgeable discussions of the issues, and make well-informed decisions on grant requests.
 2. **This is a suggested format, not a required form.** It outlines information essential to all successful grant proposals. It includes four parts: cover letter, organization summary sheet, proposal narrative, and attachments. It is based on a survey of guidelines used by many foundations, however, it should not restrict the way in which nonprofits describe their service nor limit the right of funding sources to require additional materials.
 3. Most Colorado foundations surveyed have agreed to accept the Common Grant Application, but nonprofits are advised to check with the funding source regarding current priorities and additional requirements. Foundations may use other formats such as letters of intent or requests for proposals. Corporations may not require this much information. The Common Grant Application does not eliminate the nonprofit's responsibility to research the funder's requirements.
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COMMON GRANT APPLICATION FORMAT

A. COVER LETTER: One page tailored to address the interests and specific priorities of the funding source and amount requested.

B. SUMMARY OF APPLICANT ORGANIZATION: (use attached form)

C. NARRATIVE: (preferred length not to exceed three pages) Include the following information in any order:

1. Agency Information.
 - a) Mission statement, brief statement of organization's goals, and/or objectives;
 - b) Brief summary of organization's history;
 - c) Description of current programs, activities, and accomplishments.
2. Purpose of Grant. This section should include the following:
 - a) Brief statement of the issue to be addressed; description of constituency served (include number served); target population; how will they benefit?
 - b) Description of goals and objectives for the purpose of this grant;
 - c) Description of activities planned to accomplish these goals; is this a new or ongoing activity on the part of the sponsoring organization?
 - d) Timetable for implementation (if for specific program or capital project);
 - e) Other organizations, if any, participating in the activity;
 - f) Long-term sources/strategies for funding at end of grant period.
3. Evaluation. Please discuss:
 - a) Expected results during the funding period;
 - b) How you would define and measure success;
 - c) How will project's results be used and/or disseminated?

D. ATTACHMENTS: Please attach the following:

1. Board of Directors
 - a) Occupations and/or community affiliations;
 - b) Anti-discrimination statement adopted by board;
 2. List of names and qualifications of key staff;
 3. Most recent fiscal year-end financial statements (audited if available);
 4. Current agency budget;
 5. Annual report (if available);
 6. Program/project budget (if applicable);
 7. A copy of the original IRS determination letter indicating 501(c)(3) or 509(a) tax exempt status;
 8. List of major contributors (and amounts) to organization/program (if applicable);
 9. List of volunteer involvement and in-kind contributions.
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SUMMARY OF APPLICANT ORGANIZATION

Organization Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Executive Director: _____

Contact (if other than Executive Director):

Name Title

Phone: _____ Fax: _____

Purpose of Grant:

- General operating (support for organization as a whole)
- Special program/project (support for specific activity of the organization that is consistent with its mission)
- Capital expenditure (funds for purchase of, or additions/improvements to, building or equipment)
- Start-up costs
- Endowment
- Technical assistance
- Other

Brief description of request: _____

Organization budget: _____

Fiscal year: _____

Program budget: _____

Fiscal year: _____

Fiscal year ends: _____

Amount of Request: _____

Signature, President, Board of Directors

Date

Signature, Executive Director

Date
