

Grant Application – The Big Dog Endowment

Cover Letter

Introduce your program and state-requested funding amount.

Describe how your program fits with grantors' priorities.

Nonprofit Contact Information.

Executive Summary

List Issues your program will address and how.

Overview of the proposal.

Requested funding amount.

Background Info

Year nonprofit was founded.

Mission statement, vision, and values.

Business plan.

Statement of Need

Express your program needs using data.

Describe the positive impact of your nonprofit using data and personal stories.

Demonstrate how the program aligns with the Big Dog's mission statement.

Program Goals & Objectives

Identify anticipated program outcomes and benefits in measurable terms. How will the Big Dog Endowment funding change the situation?

Demonstrate the program's sustainability once the funding ends.

Implementation Plan

Describe how you will carry out the program.

Forecast anticipated challenges and how they will be overcome.

Show how your program has community support and engagement.

Leadership & Staff

List key personnel and detail their expertise, stories, and accomplishments.

Demonstrate your BOD is engaged and your executive director manages operations.

Evaluation Methods

Detail how the program will progress be monitored, determined and documented.

Describe your internal and external progress reporting process.

Financial Information

Provide an operational budget and one for the program to be funded.

Show what portion of your program the Big Dog funding will support.

Lists sources of additional funding.

Include line narratives that justify how and why the item (expenses) supports your proposed program.

Provide form US-IRS 990 and Audit results.

Provide Proof of Errors and Omission Insurance – Document prior claims, if applicable.

Miscellaneous Items

Document how your proposal optimizes return on impact. (ROI). – **Dave's Favorite.**

Provide letters of reference. (Minimum 2.)

MOU – Memorandum of Understanding if partnering with other nonprofits or businesses.

*Non-legally binding, the written agreement establishes the rules that two organizations will be guided by during their partnership.

Investment and result of previously received funding from the Big Dog or other donors. (Include any and all previous grants.)

Provide verification of 501©3 status

*Any additional pertinent information you wish The Big Dog Endowment Board to consider.