



# FULL GRANT APPLICATION

## GRANT APPLICATION

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

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

Address \_\_\_\_\_

EIN # \_\_\_\_\_

Contact Person/Title \_\_\_\_\_

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

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

Purpose of Grant: \_\_\_\_\_

What region of San Diego will be served by this grant \_\_\_ North \_\_\_ Coastal \_\_\_ East \_\_\_ South

Number of youth who will be served by this program? \_\_\_\_\_

Beginning and Ending Project Dates: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

Total Project Cost: \$ \_\_\_\_\_

**Please Review The Complete Guidelines On The Next Page**

Please structure your proposal to provide the following information in the order indicated. Use the headings, subheadings, and numbers provided in your own word processing format to address the questions and issues posed in the outline. The questions reflect the general interests and concerns of grantmakers, but are not intended to be exclusive. Additional information pertinent to your project should be included. Be thorough yet strive for brevity. Although tightly written proposals are preferred, take the space you need to support your application. Grant applications are not to exceed 10 pages not including requested attachments.

### 1. Purpose of Grant

- Describe the proposed program or project.
- Identify the needs, problems, and/or opportunities to be addressed. What are the challenges to the project? Who else in the specified area is addressing this issue?
- Identify the target population/geographic community served and how they will benefit. How will you reach this community?
- Explain how the project contributes to and/or impacts the community.
- What are the goals of the project? What methods will you use to achieve the objectives?
- Outline the key staff and volunteers' qualifications and experience critical to the project
- Identify other organizations and/or partners participating in the project and their roles.
- Provide a timetable for the project.
- Identify long-term funding resources for the project. How will the project be sustained?
- State in detail how the funds will be used to support your program?

### 2. Evaluation

- Describe the plan for evaluation. For instance, how will evaluation results be used and/or disseminated? Who will be involved in the evaluation?

### 3. Attachments

- Annual Report (if available).
- **Project financial statement:** project budget (expenses and income), organization budget
- List of other funders and/or potential funders and amounts committed or requested for the specified project.
- List of Board of Directors
- Letters of support from partners(if applicable)

### Proposal Checklist:

- \_\_\_ 12 copies of application
- \_\_\_ **Project financial statements:** two-year project budget, organization budget
- \_\_\_ List of other funders and/or potential funders and amounts committed or requested for the specified project
- \_\_\_ List of Board of Directors
- \_\_\_ Letters of support from partners (if applicable)