



Grant Application Template

Please provide us with the following information:

1. Applicant Information

- Date of Application
- Organization Name: Address, Phone Number, Website Address
- Legal status of your organization: Public School OR 501(c)(3) OR Other
- Purpose of Grant
- Grant amount requested
- The time period the grant covers
- Contact Name, Address, Email, Phone Number

2. Proposal Summary: (One paragraph maximum) Provide a summary of the proposed project. Briefly describe why your organization is requesting this grant, what results you hope to achieve, how you will spend the funds and how the project contributes to your overall mission.

3. Narrative: (Preferred length not to exceed two pages) Please include the following information:

- A. Background—Describe the work of your agency, addressing each of the following:
 - A brief description of the purpose and history of the organization
 - The organization’s mission and goals
 - Board roster and the number of paid full-time staff and/or paid part-time staff
- B. Funding Request—Please explain the specific project to be funded including:
 - A project description, including goals, objectives, timeline for implementation, specific activities to be funded and outcomes expected.
 - The population that you plan to serve and how they will benefit from the project.
 - Approaches and methods and the activities planned for this grant.
 - The names, titles, qualifications and experience of key personnel.
 - Any plans for sustaining the project and for long-term sources/strategies for funding upon completion of the proposed grant;
 - Other organizations, if any, participating in the activity.
 - Evaluation—Please explain your expected results and how you will measure the effectiveness of your activities.

4. Attachments: In addition to the Grant Proposal, please attach the following:

- Most recent annual statements (audited if available)
- Current operating budget
- A detailed budget of this project
- A list of other sources of actual and expected funding, including amounts
- A copy of your current I.R.S. determination letter indicating tax-exempt status



Authorized Signature and Endorsement

Please provide us with the following letter on your organization's letterhead.

I, _____ the (title) _____ of
(organization name) _____ have approved the
submission of this proposal.

If we receive a grant, we agree to use the funds as specified in this proposal and submit four evaluation reports (a template is provided on the Donegan Burns website.)

We also agree to allow the Donegan Burns Foundation use of the information provided in this request for its publications and news releases, to publicize the Foundation's support of (organization name) _____ and in any other publicity related to the grant.

Acceptance of this grant also entitles the Donegan Burns Foundation to send a representative to one board meeting, present the grant check, learn more about the organization and share about the work of the foundation.

Name and Title of Authorizing Member _____

Signature _____

Date: _____

Please print, sign and scan the Endorsement. Email the endorsement, a completed application and proposal to info@doneganburns.org and note "Donegan Burns Foundation Grant Proposal" on the subject line.