

AMIE'S PLACE FOUNDATION

GRANT APPLICATION FORM

Date of application: _____

Name of organization to which grant would be paid. *(Please list exact legal name):*

Purpose of grant *(In one sentence):*

Address of organization:

Telephone number: _____ Fax: _____ Email: _____

Executive Director / Chief Executive Officer: _____

Chief Financial Officer: _____

Board President: _____

Contact person for this proposal if different from above: _____

Telephone number: _____ Fax: _____ Email: _____

Is your organization an IRS 501(c)(3) not-for-profit? YES ___ NO ___

If no, please explain:

Grant request: \$ _____

Check one: General support ___ Project support ___

Total organizational budget *(For the current year):* \$ _____

Dates covered by this budget *(mo/day/year):* _____

Total project budget *(If requesting project support):* \$ _____

Dates covered by project budget *(mo/day/year):* _____

Project name *(if applicable):* _____

I. PROPOSAL SUMMARY: *one-half page, maximum.*

Please summarize, in a short paragraph, the purpose of your agency. Briefly explain why your agency is requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if a grant is made.

II. NARRATIVE: *five pages maximum.*

A. Background—Describe the work of your agency, addressing each of the following:

1. A brief description of its history and mission.
2. The need or problem that your organization works to address, and the population that your agency serves, including geographic location, socio-economic status, race, ethnicity, gender, sexual orientation, age, physical ability and language.
3. Programs and accomplishments. Please emphasize achievements of the recent past.
4. Number of paid full-time staff; number of paid part-time staff; number of volunteers.
5. Your organization's relationships — both formal and informal — with other organizations working to meet the same needs or providing similar services.
6. Explain how the work of your agency differs from these other agencies.

B. Funding Request—Please describe the program for which you seek funding.

1. If applying for general operating support, briefly describe how this grant would be used and how the funds will be accounted for.
2. If your request is for a new project, briefly describe how this grant would be used, how the funds will be accounted for.
3. Please explain the project, including:
 - A statement of its primary purpose and the need or problem that you are seeking to address.
 - The population that you plan to serve and how this population will benefit from the project.
 - Strategies that you will employ to implement your project.
 - The proposed staffing pattern for the project, and the names and titles of the individuals who will direct the project.
 - Anticipated length of the project.
 - How the project contributes to your organization's overall mission.

C. Evaluation—Please explain how you will measure the effectiveness of your activities.

Describe your criteria for a successful program and the results you expect to have achieved by the end of the funding period.

III. ATTACHMENTS: Please label all attachments to correspond to the **bold-faced**, capitalized items below.

A. Financial Information—Please provide the dates that each document covers.

1. Your **MOST RECENT FINANCIAL STATEMENT**, audited if available. This statement should reflect actual expenditures and funds received during your most recent fiscal year.
2. A list of foundation and corporate **SUPPORTERS** and all other sources of income, with amounts, for your current and most recent fiscal year.

If project funding is requested:

3. **AN EXPENSE BUDGET FOR THE PROPOSED PROJECT**. List each staff line separately and include % of time spent on project. Indicate the specific uses of the requested grant, if possible.
4. A list of all **SOURCES OF INCOME** toward the project, actual and prospective with amounts.

B. Other Supporting Materials

1. A list of your Board of Directors, with their affiliations.
2. A copy of your most recent IRS letter indicating your agency's tax-exempt status.
3. One-paragraph resumes of key staff for the proposed project, including qualifications relevant to the specific request.
4. Your most recent annual report, if available.
5. No more than three examples of recent articles about, or evaluations of your organization, if available.

Authorization:

Signature of CEO/Executive Director

Date

Printed name and title

Please submit your complete application as follows:

Email: info@amiesplacefoundation.org

Mail two copies to:

Amie's Place Foundation
Church Street Station, PO Box 1799
New York, NY 10008