



CHARITABLE FOUNDATION

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Grant Funding Request Requirements and Questionnaires

Narrative Questions: *These should have a character or word limit per response (i.e. 150 words, 2,000 characters, etc.)*

General Organization

1. Brief history of your organization. What was your organization established to achieve?	
2. Provide a brief overview of your organization's programs and services	
3. Describe the population you serve	
4. What is your organization's mission statement?	
5. How does your organization currently collaborate and partner with other non-profits and organizations in the community?	
6. How many individuals does your organization serve annually? How many households does your organization serve annually? (animals, etc.)	

Program/Project (specific to this funding request)

1. Describe the program for which you are requesting funding	
2. Why does your approach work?	
3. How many people/animals/etc. are you proposing to serve with this funding?	



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4. Please provide 2 specific objectives or outcomes that will be accomplished	
5. Describe any partnerships that make/will make this program successful	
6. How will you measure the success of this program?	
7. How will this funding maximize your impact and resources available to those you serve?	
8. Describe your strategy for sustaining the program after grant funding ends	
Budget	
1. What is your organization's annual operating budget?	
2. What is your current Indirect Cost Rate? (<i>ICR/administrative costs/the costs of doing business</i>) OR What percentage of your grant will go towards administrative costs?	
3. List your current top five foundation and corporate funders. OR List the top five sources of funding for your organization (<i>this could include any governmental funders as well</i>)	
4. Does your organization required to take part in an annual Audit? If no, how do else does your organization ensure its fiscal compliance?	
5. Budget Narrative: Please describe the direct and indirect costs associated with this funding request. Please describe any other support or leverage that will contribute to this request.	



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Overall grant applications that are describing a program should the following categories – see attachment for visual.

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| • <i>Problem: including the significance, situation, and cause</i> | |
| • <i>Methods: used to solve the problem, how you address the cause</i> | |
| • <i>Outcomes: changes in the problem as a result of this program</i> | |
| • <i>Evaluation: how you evaluate the process and how you evaluate the outcomes</i> | |

Attachments To Potentially Request:

1. w-9 (*provides TaxID*)
2. Non Profit Status Letter (*confirms non-profit status*)
3. Annual Budget (*includes full operating budget*)
4. Project/Program Budget (*a budget for the program they are requesting funding for, including a breakdown of how the funds they are requesting will be spent. easiest if the funder provides a budget form/sheet so all requests can be reviewed the same*)
5. Form 990 or Annual Audit (*provides an in-depth financial analysis of the organization*)