

Grant Application Checklist

To begin the submission of an application, login to the online portal at cfsem.org/apply. Once inside that portal, you will be asked to submit the following items.

Note that you may begin a draft application in the portal, return to that draft as often as needed, and wait to submit the application to the Foundation until it is completed to your satisfaction:

1. COVER LETTER OUTLINING:

- a. Legal name of the organization
- b. Dollar amount requested
- c. Purpose of the proposed project
- d. Description of the population being served
- e. Length of time for which Community Foundation support is requested

The CEO/executive director of the organization should sign the cover letter and the application should include some evidence of approval of the request by the organization's board of trustees.

2. ORGANIZATIONAL INFORMATION

- Name, address and telephone number of the applicant organization and main contact person for the proposal
- Mission and brief background of the applicant organization
- Information about current programming of the organization and number of people served

3. PROJECT NARRATIVE

- Definition of the issue the proposal is addressing
- Description of the need for the scope of proposed project or target population
- Indication as to whether the proposed activity is new, expanded or an ongoing part of the organization's programming
- Basic objectives of the proposed project
- Detailed work plan and the time frame for accomplishing the project's objectives
- Evaluation plan, including the criteria that will be used for judging the effectiveness of the proposed project, the expected outcome(s), and the impact of the proposed
- Relevant qualifications and experience of the project's principal staff. If a new position is included in the proposal, please include a job description that will be used to hire that staff

- An outline of the geographies (i.e. neighborhoods, cities, or counties) that will be served by the proposed project
- Description of any partnerships that are occurring as a part of the proposed project, including an outline of the roles and responsibilities of each partner. We prefer this to be in a Memorandum of Understanding format, with the partners signing off on what/how they will contribute to the project
- Description of how the project is proactively addressing some of the diversity, inclusion and equity challenges that face our region, and/or a perspective on how the project will impact a specific population within our community, if applicable
- If you are requesting funds for a pilot project, please indicate how the results of the project will be shared with others

4. REQUIRED FINANCIAL INFORMATION

- Copy of the most recent certified financial audit or financial review. Click [here](#) to see a comparison.
- Dollar amount of grant support requested and the proposed time period for use of these funds
- Detailed budget for the project, using the template provided, including the proposed use of Community Foundation grant funds and any additional support anticipated or secured from other sources. Click [here](#) for our budget worksheet.
- Provisions for future project funding beyond the Community Foundation's grant period
- Organization's operating budget for the current fiscal year

5. SUPPORTING MATERIALS

- Copy of the most recent Internal Revenue Service 501(c)(3) federal tax-exemption letter, if applicable
- List of current board of directors, trustees or governing board, with individuals' affiliations
- Letters of support or memoranda of understanding from project partners
- Resumes of principal staff for proposed project, if applicable
- Information on the organization's commitment to its own diversity with regard to staff, board, and constituents
- Copy of the most recent annual report, if available

If you have any questions, please feel free to contact us at 313.961.6675.

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