Once inside the online grant portal, you will be asked to submit the following items:

1) ORGANIZATIONAL INFORMATION:

- ☐ Legal name, Tax ID, address, telephone number, and website of the applicant organization
- ☐ Mission, brief background and current programming of the applicant
- ☐ Total number of people served each year by the applicant
- ☐ Primary contacts for the specific application and the organization, including the applicant contact, signatory, CEO/President/Executive Director, and key organization contact

2) COVER LETTER NOTING:

- ☐ Legal name of the organization
- ☐ Dollar amount requested
- ☐ Purpose of the proposed project
- ☐ Length of time for which support is requested
- ☐ Must be signed by the CEO or Executive Director.

3) PROJECT INFORMATION:

- ☐ Project Title
- ☐ Dollar amount of grant support requested
- ☐ Proposed start and end date of grant
- ☐ Short, one-sentence project summary
- ☐ Answers to the following questions:

  - What is the problem or opportunity you are trying to address?
  - What is your target population?
  - Explanation of whether this is a new, expanded or ongoing project of the organization.
  - What are your specific goals, and what are your strategies to reach those goals?
  - What is your timeframe?
  - How will you evaluate your project?
  - Identify the geographies (i.e. neighborhoods, cities or counties) that will be served by the proposed project.
  - What partnerships are central to the implementation of this project?

4) REQUIRED FINANCIAL INFORMATION:

- ☐ Total Project Revenue/Expenses – You will be invited to upload, in your own format, an outline of all anticipated funding for your entire project, as well as all costs of your project inclusive of items outside of this specific request.

- ☐ Expenses for Requested Funds – You will be asked to complete an online form which outlines how funding from the proposed grant will be utilized, if a grant is awarded. If a grant is approved, we will use this budget when it comes time to report on the project to ensure funds were used as intended.

5) REQUIRED ORGANIZATIONAL ATTACHMENTS INCLUDE:

- ☐ Most recent audit or financial review
- ☐ Current list of Board of Trustees

6) OPTIONAL APPLICATION ATTACHMENTS INCLUDE:

- ☐ Letters of Support
- ☐ Job Descriptions or Resumes of Key Staff
- ☐ Signed Memorandum of Understanding with Key Partners

To begin the submission of an application, login to the online portal at the link provided at cfsem.org.

To discuss your proposal or if you have any questions, please contact us at 313.961.6675.

Revised September 2019