

Arizona Grantmakers Forum

Arizona Common Grant Application

This form was developed by a committee of the Arizona Grantmakers Forum to facilitate the application process within Arizona. The goal of this application is to make grant seeking easier by enabling an organization to create one master proposal that can be customized for multiple grantmakers. This application will be reviewed and revised on a regular basis. Feel free to share improvement suggestions by contacting the [Arizona Grantmakers Forum](#) or visit us at www.arizonagrantmakersforum.org. Please review the following information before completing the application. The actual common grant application begins on page four.

Tips for Grant Seekers

- Before submitting any application, determine whether the grantmaker's goals and objectives for grantmaking are consistent with your type of grant request.
- Every grantmaker has different guidelines, funding priorities, deadlines and timetables. Check grantmakers' websites for details of their giving history, sizes of grants and deadlines. **Don't be afraid to make an inquiry by email or phone to potential funders for clarification on any of these details.**
- Provide a very clear description of the geographic area you are looking to fund and make sure the funder serves your area.
- **Follow the grantmaker's directions. Respect the deadlines.**
- **Be creative, clear, concise, and accurate.** Make the case for your proposal in your own unique way, but include precise data. Avoid technical jargon.
- **Emphasize what your organization will do.** Spend more time describing your solution than the issue. Economize content and avoid repetition. Less is more!
- **Evaluate before, during, and after your proposal request.** Keep what you want to learn and evaluate in mind, as well the assessment tools you will use to evaluate your project as you are developing your proposal (e.g., records, surveys, interviews, pre- and post-tests).
- **Proofread carefully.** Make sure numbers add up and there are no typos. Double check the foundation name.
- **Avoid leftovers.** If your proposal has been adapted for multiple funders, make sure you omit other funders' names, as well as references to previous requests.
- Any grantmaker that has agreed to accept the common grant application **may request additional information at any stage in the application process.**
- There are grantmakers that REQUIRE a letter of intent/inquiry before accepting a full proposal. Be sure to check with the grantmaker before sending a common grant application.
- Please do not send videotapes or other materials, unless requested to do so.

RESOURCES

- **Call, write or visit the various grantmakers' websites for the latest versions of their funding guidelines.**
- The [Burton Barr Library](http://www.phoenixpubliclibrary.org) in central Phoenix (<http://www.phoenixpubliclibrary.org>) has a comprehensive collection of data on philanthropy from The Foundation Center in New York City, including information on 50,000 U.S. private foundations. See the [Foundations and Grants Collection](#) section for information on specific grantmakers and additional resources (<http://www.phoenixpubliclibrary.org/pageView.jsp?id=6021>).
- The *Arizona Guide to Grants and Giving* is a directory published annually by JUST GRANTS! Arizona and available in print or online at www.azgrants.com. While there, you can also sign up for JUST GRANTS! Arizona's free biweekly grants e-newsletter.
- **ASU Proprietary database:** <http://researchadmin.asu.edu/>. Click "Funding Information" (<http://funding.asu.edu>). This gives you access to the ASU grant search database, with approximately 100 new grant opportunities posted each week. It is oriented to scientists, faculty scholars and students in the university setting.
- Subscribe to the ASU's Lodestar Center Nonprofit News (LCNN): <http://lodestar.asu.edu/news-events/lcnn>
- **The City of Phoenix:** <http://phoenix.gov/GRANTS/grantpgrm.html>
- **Community of Science Data Base:** Global searchable data base available by subscription only: <http://www.cos.com/>
- **Catalogue of Federal Domestic Assistance (CFDA):** <http://www.cfda.gov/>. To go directly to the "advanced search" engine: <https://www.cfda.gov/index?s=program&mode=list&tab=search>
- **Federal Register:** <http://www.gpoaccess.gov/fr/index.html>
- **Federal Business Opportunities:** <https://www.fbo.gov>
- **Federal Grant Electronic Storefront:** <http://www.grants.gov>
- **Federal, State, Regional and Local Government Web-Sites:**
<http://www.usa.gov/>
<http://www.fedworld.gov/>
<http://www.info.gov/phone.htm>
<http://pride.asu.edu/development/federal.shtml>
<http://az.gov/>
<http://az.gov/app/contactaz/a-b.xhtml>
<http://www.maricopa.gov/>
<http://www.azmag.gov/>
Explore www.azleague.org for quick access to web-sites of Arizona cities and towns.
- **Free Federal and State Grant Alerts:** Most federal agencies offer alert services, which can be found on their websites (listed above). Other e-mail alert systems can be found via ASU's http://pride.asu.edu/development/online_tools.shtml#email.
- **Foundation Center Directories:** <http://fdncenter.org>. This is the same organization that sponsors the comprehensive Foundation Center On-line Professional/FC Search engine available at the Burton Barr Library (see second bullet point).
- **Arizona Gates:** AZ Gates (Arizona Grants Access Tool and Experts Source) is available at <http://azgates.asu.edu>. It offers a free funding search mechanism, free e-mail alerts, grant writing tutorials, and several links to grant resources.
- **Alliance of Arizona Nonprofits:** The Alliance (<http://www.arizonanonprofits.org/>) offers the *Arizona Guide to Grants Online* (<http://www.arizonanonprofits.org/resources/GGOpag.aspx>), as well as a monthly newsletter, *Grant Seeker News and Updates*.
- **Arizona Networks:** *Arizona Networks* is a free monthly compilation of local, state and federal grants that can be of particular interest to Arizona's non-profit community – compiled and distributed by the University of Arizona's School of Government and Public Policy. To subscribe, e-mail a request to sbs@mail.sbs.arizona.edu

- **ASU’s Office for Research and Sponsored Projects:** <http://researchadmin.asu.edu>. Click on “Forms and Reference Docs,” then “Budget Worksheets” to produce an Excel file that automatically builds a line item budget as you do direct entry.
- **Additional Grant Preparation Resources**
 - Arizona Grantmakers Forum (<http://www.arizonagrantsmakersforum.org/>)
 - Charity Channel’s (<http://www.charitychannel.com>) “Grants and Foundations Review” site at <http://www.charitychannel.com/articles/article-categories/grants-and-foundations-review.aspx>
 - Tucson Public Library’s (<http://www.library.pima.gov/>) Grants and Nonprofit Information Center at (<http://www.library.pima.gov/research/grants/>)
 - Grant Professionals Association (<http://www.grantprofessionals.org/>) and the Arizona Chapter of GPA (<http://www.aagpaz.org/>)
 - The Grantsmanship Center (<http://www.tgci.com/>)
 - Grant Proposal.com (<http://www.tgci.com/>)
 - Chronicle of Philanthropy (<http://www.philanthropy.com/>)
 - FundsNet Services (<http://www.fundsnet.com/>)
 - Council on Foundations (www.cof.org)
 - Grantsmart (<http://www.grantsmart.com/>)
 - Guidestar (<http://www2.guidestar.org/>)
 - ProResearch (<http://www.iwave.com/dataproviders/guidestar.php>)

INSTRUCTIONS

This application should be completed and stored on your computer or completed by typewriter.

Please make sure you:

- Type and single-space all proposals.
- Insert page numbers.
- Use 12 point font with one-inch margins.
- Fill out the application form completely.
- Use headings as provided, but do not repeat the questions.
- Do not include any materials other than those specifically requested by a particular grantmaker.
- Send the number of copies requested by each grantmaker.

Call or email the grantmaker to see if the Arizona Common Grant Application is accepted.

Completion and submission of the common grant application does not guarantee funding of a specific request.

ARIZONA COMMON GRANT APPLICATION

Executive Summary

Please use only the space provided for your responses.

Date application submitted:	
Grantmaker this application is submitted to:	
Total giving to your organization from this grantmaker in the past three years (list purpose, amount and year for all grants):	
Name of applicant organization:	
Street address:	
City, state, zip:	
Mailing address:	
City, state, zip:	
Website address:	

Executive director's name:			
Phone:		Email:	
		Fax:	
Contact person's name & title:			
Phone:		Email:	
		Fax:	
Board president's name:		Phone:	
Has board president been made of aware of and approved this request?			[] Yes [] No
Is the applicant an IRS 501c3 nonprofit?	[] Yes [] No	If yes, year incorporated:	
If no, is your organization a (check if applicable):	[] Public school	[] Municipality	[] Indian tribe
If your organization is none of the above, check with each grantmaker for details on using fiscal agents, and list name and address of fiscal agent and Employer Identification Number.			

Project name:			
Type of funding request (check one):	[] General operating [] Start-up [] Project/program [] Other (describe):	[] Endowment [] Technical assistance [] Capital	
Applicant's annual budget:	\$	For which fiscal year?	
Total project budget:	\$		
Amount of this proposal request:	\$		
Time period this funding will cover:		Date funds are needed:	
Target population for this proposal and number of people served:			
PROPOSAL SUMMARY In 100 words or less, summarize the purpose of this request. What will you do? Where? With whom? When? Why is it important?			

PROPOSAL NARRATIVE

The narrative **should not exceed 3 pages** in length, single-spaced, using 12 point font and one inch margins. Please address all sections and bullets that are applicable to your grant request.

I. Grantmaker's Interest and Priorities

Please explain how your grant request meets this particular grantmaker's published interests.

II. Organizational Background * *Please note that the United Way does not require this information.* If this is a collaboration, please describe the lead agency and its relation to others involved.

Describe:

- Your organization's history, mission and goals.
- Your organization's current programs, activities and accomplishments.
- The geographic area and target population served.
- The roles and responsibilities of staff, volunteers and the board specific to this grant request.

III. Purpose of Request

- Briefly describe the specific problem/need or opportunity in your community that this funding request will address.
- Describe how this project relates to your organization's overall mission.
- Summarize the work plan that will be used to accomplish this request. Include tasks and timetables for staff and key organizations. Include community resources utilized for this effort.

IV. Community Context

- Describe your organization's relationship to other similar community efforts and how you are cooperating with other agencies working in this field. Please describe how your request differs from or builds on these efforts.
- If applicable, describe the roles and responsibilities of the community partners with whom you are working.
- Describe the role of community members in your organization and in this specific grant request.

V. Evaluation Plan

- Describe your criteria for success. What do you *realistically* want to happen as a result of your activities? Include the short-term changes you want to achieve and the long-term changes you are working toward and how this grant request will forward the long-term changes.
- How will you measure changes?
- Who will be involved in evaluating this work?
- What will you do with the results of your evaluation? How will it be used to affect the program?

VI. Sustainability

- Describe how the resources to sustain this effort will be secured.

VII. Additional Resources

- Describe any additional funding needed to complete this effort and how you will secure it.
- List all the sources being solicited for funding this grant request and the status of each request (e.g., fully funded, partially funded or pending)
- Briefly describe the in-kind support your organization receives annually.

FINANCIALS AND ATTACHMENTS

In addition to the Proposal Narrative, please attach the following (these are not counted as part of the 3-page Narrative). **Financial information must accompany all proposal requests regardless of the dollar amount of the request.** The required Organization and Project Budget forms are included on the following pages. These forms must be filled out and submitted as part of the Common Grant Application. Skip categories that are not applicable to your specific request.

Failure to include any of the required attachments may preclude the application from being processed. **BE SURE TO CHECK EACH GRANTMAKER'S GUIDELINES FOR ADDITIONAL ATTACHMENTS.**

Required Attachments

Include **ONE** copy of each of the following (you may want to check with the grantmaker to see if more than one copy is required of any particular attachment):

- A copy of your current IRS determination letter (or that of your fiscal agent) indicating 501(c)(3) status.
- Your most recent 990 tax return.
- List of board members, their professions, places of employment, and how much they contribute financially to the organization. List separately the percentage of board members who contribute financially.
- Brief biographies of key staff relevant to this funding request.
- Letter of authorization for funding signed by the board chair and executive director or school principal.
- Most recent annual financial statement, preferably audited.
- Organization's operating budget (Use form on following pages).
- Detailed project/program budget (if required-use form on following pages).

Optional Attachments

- If available, most recent annual report.
- Letters of commitment from participating organizations.
- Budget narrative.

Proposal Checklist

- Executive Summary Form.
- Proposal Narrative (up to 3 pages).
- Copy of IRS determination letter (or that of fiscal agent).
- Most recent 990 tax return.
- List of Board members, their professions, places of employment, and how much they contribute financially to the organization. List separately the percent of board members who contribute financially.
- Brief biographies of staff, including qualifications relevant to this request.
- Letter of authorization.
- Organizational budget.
- Project budget.
- Financial statements.
- Additional information required by a particular grantmaker.

Please complete the following forms. In addition, feel free to attach a one paragraph budget narrative explaining your numbers if necessary.

Organization Budget (the budget for your agency)

Fiscal Year _____**

*** Some funders wish to see the current year or the last completed fiscal year. Be sure to clarify which one is required.*

INCOME

Source	Amount
Government Contracts and Grants	\$
Foundations	\$
Corporations	\$
United Way or other Federated Campaigns	\$
Individual Contributions	\$
Board members' Contributions	\$
Fundraising Events	\$
Membership Income	\$
Investment Income	\$
Endowed Income	\$
Earned Income	\$
In-kind Income	\$
Other (Specify):	\$
Total Income	\$

Expenses

Item	Amount
Salaries and Wages	\$
EREs (Employee Related Expenses)	\$
Consultants and Professional Fees	\$
Subcontractors	\$
Employee Education and Training	\$
Travel/Transportation	\$
Equipment	\$
Supplies	\$
Printing and Copying	\$
Telephone and Fax	\$
Postage and Delivery	\$
Rent and Utilities	\$
Insurance	\$
Depreciation	\$
In-kind	\$
Other (Specify):	\$
Total Expense	\$
Difference (Income less Expense)	\$

Project Budget (the budget needed to complete this project)

Funding Year _____

PROJECTED SOURCES OF SUPPORT

Source	Amount
Government Contracts and Grants	\$
Foundations	\$
Corporations	\$
United Way or other Federated Campaigns	\$
Individual Contributions	\$
Fundraising Events	\$
Membership Income	\$
Investment Income	\$
Endowed Income	\$
Earned Income	\$
Other (Specify):	\$
Total Income	\$

PROJECTED EXPENSES

Item	Amount
Salaries and Wages	\$
EREs (Employee Related Expenses)	\$
Consultants and Professional Fees	\$
Subcontractors	\$
Employee Education and Training	\$
Travel/Transportation	\$
Equipment	\$
Supplies	\$
Printing and Copying	\$
Telephone and Fax	\$
Postage and Delivery	\$
Rent and Utilities	\$
Insurance	\$
Depreciation	\$
In-kind	\$
Other (Specify):	\$
Total Expense	\$
Difference (Income less Expense)	\$

I certify that the above information is true to the best of my knowledge.

Name

Title

Date

Budget Narrative

- Optional Paragraph