



## Community Foundation for San Benito County 2019 Grant Application Checklist & Narrative Questions

### *Grant Application Checklist*

The Application includes all of the following items which must be received by CFFSBC before the application will be accepted:

- Grant Application Cover Sheet
- Two-page Narrative
- Line-Item Grant Request Budget
- Current or Projected Fiscal Year Operating Budget for Organization
- Latest Fiscal Year Financial Statement including P&L Statement
- List of Board of Directors and Key Staff
- IRS 501(c)(3) determination letter (*if available*)

### *Proposal Narrative*

Attach a one or two-page narrative discussing this proposal that includes the following information:

1. **Mission** (What do you do? Why do you do it? How long have you done it? Who do you serve?)
2. **Organization** (How are you structured? Board? Key staff? How many paid? Volunteers? Annual budget? Are you a qualified 501c3 non-profit?)
3. **What community need will be addressed by this proposal?**
  - a) Why is it important?
  - b) What impact will this have on our community?
4. **What is the proposed project?**
  - a) Describe the project,
  - b) What is the timeline? When will it start? When will it finish?
  - c) When will funding be required?
5. **What are the objectives of this project?**
  - a) What outcomes do you expect?
  - b) How will you evaluate the success of this project quantitatively? (i.e., Number of meals served, Number of cases resolved, Number or % increase in reading scores)
  - c) What range of numbers will indicate moderate success? Great success?
6. **Tell us about your funding.** (What other significant projects compete for funding within your organization? How will our grant specifically be used? What fundraising have you done? Have you applied to other funders? If so, to whom and for how much? When do you expect those decisions? What additional or alternative sources of funding exist? What happens to this proposal if we are unable to grant your request?)
7. **How will this project grow and sustain itself?** (How will this be funded going forward? What resources are you developing to sustain operations and growth? Who else provides complimentary services? What other organizations will you be collaborating with?)

8. **List Project Budget Items** (not limited to those presented)--include in-kind donations and their estimated value, volunteer number and hours

*PROJECT / GRANT BUDGET – Sample Format*

<b>REVENUES</b>	<b>PROJECT</b>	<b>CFFSBC GRANT</b>
Contracts	\$10,000	
Donations	3,500	
Fundraising	7,000	
Program Fees	4,000	
CFFSBC Grant	3,500	\$3,500
Other Grants	3,000	
Other	1,000	
<b>TOTAL REVENUE</b>	<b>\$32,000</b>	<b>\$3,500</b>

<b>EXPENDITURES</b>		
Salaries	\$20,000	\$500
Taxes	3,000	
Equipment	1,000	1,000
Telephone	500	
Rent	3,000	
Office Supplies	300	
Printing	400	
Consultant	1,500	1,500
Training	1,000	500
Postage	100	
Mileage	800	
Misc. Supplies	200	
Other	200	
<b>TOTAL EXPENDITURES</b>	<b>\$32,000.00</b>	<b>\$3,500</b>