

**Grant Application**

*Revised October 2017*

Please see “Application Instructions” on the Nancy Buck Ransom Foundation website.

**A. ORGANIZATION INFORMATION**

1. Legal organization name:
2. Date established:
3. Mission Statement:
4. Tax ID # (EIN):
5. Organization’ Address:
	1. Physical Address:
	2. Mailing Address, if different:
6. Telephone:
7. Executive Director or principal officer:
	1. Name:
	2. Title:
	3. E-mail:
8. In what month does your fiscal year end?
9. What percent of your board made financial contributions during your most recent fiscal year?
10. Are you applying as a Fiscal Sponsor for another agency or program? [ ]
	1. Name of sponsored agency or program:

**B. PROPOSAL INFORMATION**

1. Contact for this proposal:
	1. Name:
	2. Title:
	3. E-mail: Daytime telephone:
2. Amount requested: $
3. Are you applying for (check only one):

* 1. [ ]  An ongoing program? (Enter current program budget:      )
	2. [ ]  A one-time project? (Enter project budget:      )

* 1. [ ]  Operating support?

(Enter organization’s current operating budget:

and skip Question 4)

1. Program or Project name:
2. Brief description of request (4-6 sentences):

**C. ADDITIONAL DOCUMENTS**

1. A summary of your proposal **(two page maximum)** including:
	1. The background of your organization (brief)
	2. Your current programs / projects / activities (brief)
	3. The specific grant request (**at least one page**):
		1. The population and region to be served
		2. The community need or opportunity to be addressed
		3. The activities to be conducted
		4. The unduplicated number of clients expected to be served during the grant period
		5. The scope of such service
		6. The anticipated results of the proposed activities (include measurable goals that will be a part of your final evaluation)
2. A list of your current Board of Directors, including occupations
3. A list of your current staff, including titles
4. Budgets:
	1. A detailed, board-approved current annual budget for your organization, showing both income and expenses
	2. A detailed program or project budget showing income and expenses and explaining how the funds requested in this application would be allocated *(not required if applying for operating support)*
5. Financial Reports:
	1. Most recent year-end Balance Sheet/Statement of Financial Position
	2. Most recent year-end Income Statement/Statement of Financial Activity
6. *(Fiscal Sponsor only)* A letter of agreement with the sponsored agency or program, signed by representatives of both organizations

**D**. **EVALUATION OF PRIOR GRANTS**

A completed Grant Evaluation for a grant previously awarded by the Foundation may be included with this application, if not already sent. If you received a previous NBRF grant, you must submit a final evaluation before submitting an additional application.

**E. ORGANIZATION AGREEMENT and SIGNATURES**

The organization hereby agrees that funds, if granted, will be used within one year and only for the purpose described in this proposal, unless written approval from the Nancy Buck Ransom Foundation is received.

Signature of Executive Director or principal officer

Printed Name and Title

Date