WISCONSIN COMMON GRANT APPLICATION FORM

(Revised March 2006)

The Common Grant Application (CGA) can be used for all types of proposals: special projects, capital and general operating support. Please note that there are some differences in the information required, depending upon the type of request.

A list of the funders who have agreed to accept this form is below. Please keep in mind that every funder has different guidelines, priorities, application procedures and timelines. Contact each funder before starting the Common Grant Application Form to ensure that they accept the CGA and that all their requirements will be met.

Information about individual grant programs is available from each funder, and at the Marquette University Funding Information Center at Marquette University Raynor Library: (phone 414/288-1515) or www.marquette.edu/library/fic. Additional copies of the CGA may be requested from the Wisconsin Philanthropy Network at http://wiphilanthropy.org/wp-content/uploads/2015/06/CGA-Revision.doc or Marquette's Funding Information Center.

GENERAL INSTRUCTIONS

- The application has three parts. Be sure to complete each part.
- Type all proposals (minimum 10 point).
- Provide all of the information in the order listed.
- All questions relative to the request must be completed fully.
- Submit only one copy with numbered pages; do not bind or staple.
- Do **not** include materials other than those specifically requested at this time.

For specific questions about the Common Grant Application, please call the Wisconsin Philanthropy Network at 414/270-1978.

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Grantmakers that Accept the Common Grant Application Form
(As of March 2006)

The following funders have agreed to accept the Common Grant Application Form. Other funders, not listed, may also accept the Common Application Form. *Before sending an application to any funder, be sure to check for their specific requirements.*

Ashley Foundation	Ralph Evinrude Foundation	St. Anthony's Foundation
Assurant Health Foundation	Forest County Potawatomi	Siebert Lutheran Foundation
Theodore Batterman Family Fdn	Community Foundation	Stackner Family Foundation
Elizabeth A. Brinn Foundation	Gardner Foundation	TCF National Bank
City of Milwaukee	Harley-Davidson Foundation	Thrivent Financial for Lutherans
Emory T. Clark Family	The Dorothy W. Inbusch	United Performing Arts Fund
Charitable Foundation	Foundation	United Way in Waukesha Cty.
Patrick & Anna M. Cudahy	John T. and Suzanne Jacobus	United Way of Gtr. Milwaukee
Fund	Family Foundation	Waukesha County Community
Derse Family Foundation	Richard G. Jacobus Family Fdn.	Fdn.
Elizabeth Elser Doolittle	Kohler Foundation	Wisconsin Energy Corp. Fdn.
Charitable Trusts	Faye McBeath Foundation	The Ziemann Foundation
Barbara Meyer Elsner Fdn.	Roundy's, Inc.	
Bucyrus-Erie Foundation	SBC/AT&T	

WISCONSIN COMMON GRANT APPLICATION FORM
PART ONE: GRANT AND ORGANIZATION INFORMATION

Grant Request

Total Amount Requested**:** $ _____

Funder applying to: _____ Date Submitted: _____

Name of Project: _____

Duration of Project: from _____ to_____ When are funds needed? _____

Nature of Request: ___ capital ___ project ___ operating ___ program ___ endowment

      ___ other_____

                                          please list

In what geographical location will the funds be used? _____

Organization Information

Name: _____

Address: _____

City: _____ State: _____ZIP: _____

Phone Number: _____ TTY:_____ Fax Number: _____

Email: _____ Federal ID #:_____ Date of Incorporation: _____

Chief Staff Officer (Name &Title):_____ Phone number: _____

Contact Person (Name &Title):_____ Phone number: _____

Board Chairperson (Name &Title):_____ Phone number: _____

Dates of Organizations fiscal year: _____

Organization's total operating budget for past year _____ and current year _____

Please list the organization's staff composition in numbers:

Paid full time _____ Paid part time _____ Volunteers _____ Interns _____ Other _____

Total staff (both professional and volunteer) _____

Organization Information (cont.)

Has the governing board approved a policy which states that the organization does not discriminate as to age, race, religion, sex, disability, sexual orientation or national origin?   Yes ___   No___

If yes, when was the policy approved? _____

Does the organization have federal tax exempt status? Yes____   No____   If no, please explain on separate sheet.

Population Served

Please check the **primary** service category of organization (check only one):

☐ Arts/Culture ☐ Health   ☐ Human Services ☐ Civil/Economic Development   ☐ Education ☐ Environment

☐Other (specify) _____

Provide percentages and/or descriptions of the populations the organization serves:

African American _____ Caucasian _____ Native American _____ Asian American_____

Hispanic/Latino _____ Other _____   _____
                                              please list

Authorization

Has the organization's chief executive officer authorized this request?   Yes____   No___

An officer of the organization's governing body (such as a board member) must sign this application:

The undersigned, an authorized officer of the organization, does hereby certify that the information set forth in this grant application is true and correct, that the Federal tax exemption determination letter attached hereto has not been revoked and the present operation of the organization and its current sources of support are not inconsistent with the organization's continuing tax exempt classification as set forth in such determination letter.

_____   _____ _____
Signature   Print Name/Title   Date

Remember to enclose all required support materials with the application (see Part Three).

PART TWO:
GRANT PROPOSAL NARRATIVE

Please provide the following information in the order presented below. Note that some sections are not required for general operating support. Refer to the glossary of terms (last page) as needed when preparing the narrative. Use no more than five pages; excluding attachments.

Organization Information and Background

- Provide a brief summary of the organization's mission, goals, history, programs, and major accomplishments, success stories and qualifications.
- Show evidence of client & community support.

Project/Program Description (NOT required for general operating requests)

- Abstract: Briefly describe the proposed program, how it relates to the organization's mission, capacity to carry out the program and who will benefit from the program.
- Explain the significance of the program and why the organization is qualified to carry it out.
- Describe the expected outcomes and the indicators of those outcomes.
- Document the size and characteristics of the population to be served by the program.
- Outline the strategy/methodology and timeline to be used in the development and implementation of the program.
- What is the plan to involve the population you intend to serve in the design?
- How does this program enhance the existing services in the community?

Evaluation

- Briefly describe the evaluation process and how the results will be used.
- Explain how the organization will measure the effectiveness of the program.
- Describe the criteria for success.
- Describe the results expected to be achieved by the end of the funding period.

Funding Considerations

- Describe plans for obtaining other funding needed to carry out the project/program or organizational goals, including amounts requested of other funders.
- If the project/program is expected to continue beyond the grant period, describe plans for ensuring continued funding after the grant period.
- List the top five funders of this project (if applying for a program grant) or organization (if applying for general operating support) in the previous fiscal year, the current year, and those pending for the next fiscal year.

PART THREE:
REQUIRED ATTACHMENTS

Submit the following attachments (in the order listed) with the completed proposal:

1) Complete list of the organization's officers and directors.

2) The organization's actual income and expense statement for the **past** fiscal year, identifying the organization's principal sources of support.

3) The organization's projected income and expense budget for the **current** fiscal year, identifying the projected revenue sources.

4) The organizations most recent audited financial statement including notes and IRS Form 990.

5) Copies of the IRS federal tax exemption determination letters.

6) Program Budget (multi-year if applicable). *NOT required for general operating requests.*

7) Grantee Report (if previously funded).

NOTE: This is the end of the Common Grant Application Form. Make sure you have completed **each** section of all **three (3)** parts of the application. A glossary is included on the last page for your reference. Please contact the Wisconsin Philanthropy Network if you have any questions about the application form. You must contact funders directly with questions about their guidelines, funding priorities, specific application procedures and deadlines.

GLOSSARY OF TERMS

(Please contact the Wisconsin Philanthropy Network if you have a question about a term not included here.)

Capital Request – A planned undertaking to purchase, build or renovate a space or building, or to acquire equipment.

Community – The people living in the same district, city, state, etc.

Contribution – A tax-deductible gift, cash, property, equipment or services from an individual to a non-profit organization. Most often given annually.

General Operating Support – Funds, both contributions and grants, which support the ongoing services of the organization.

Grants – Generally an allocation from foundations, corporations, or government for special projects or general operating. May be multi-year or annual.

Indicator – The observable, measurable characteristic or change that represents achievement of the outcome.

In-Kind Support – A contribution of equipment/materials, time, and or services that the donor has placed a monetary value on for tax purposes.

Methodology – A sequence of activities needed to accomplish the program objectives.

Outcomes – The changes in (or benefits achieved by) clients due to their participation in program activities. This may include changes to participants' knowledge, skills, values, behavior, or condition of status.

Performance Standard – The number and percent of clients who are expected to achieve the result. Also called target, they should be based on professional judgment, past data, research, or professional standards.

Program – An organized set of services designed to achieve specific outcomes for a specified population that will continue beyond the grant period.

Project – A planned undertaking or organized set of services designed to achieve specific outcomes that begins and ends within the grant period. (A successful project may become an ongoing program.)

Success Story – An example that illustrates your program's effect on a client.