

**ARCHDIOCESE OF MILWAUKEE
CATHOLIC COMMUNITY FOUNDATION, INC.**

GRANT APPLICATION FORM

This Grant Application Form is to be used for all types of requests – special projects, and general operating support. Please note that there are some differences in the information required, depending upon the type of request.

General Instructions

- Type and single-space all proposals (minimum 12 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.
- Do not send videotapes.
- This application form is available on via e-mail.

Submit the following attachments 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 organization's most recent audited financial statement, including notes and IRS Form 990 if required to file.
5. Evidence of IRS federal tax exemption.

NARRATIVE

Please provide the following information in the order presented below. Note sections that are not required for general operating support.

(No more than five pages; twelve point minimum; one inch borders; include program name on the top of each page)

Project or Program Abstract (not required for general operating requests)

Describe in three to five sentences the proposed program, how it relates to the organization's mission, capacity to carry out the program and who will benefit from the program.

Organization Information

Provide a brief summary of the organization's:

- mission, goals, and programs
- description of the population served, including total number, geographic, demographic, and socioeconomic characteristics
- total number of paid staff and volunteers (estimate)

Project or Program Description (not required for general operating requests)

- Explain the significance and scope of the program and why your organization is qualified to carry it out.
- Describe the expected outcomes and the indicators of those outcomes.
- Describe the evaluation process and how the results will be used.
- Document the size and characteristics of the population to be served.
- Outline the strategy or methodology and timeline to be used in the development and implementation of the program.
- What linkages or collaborations will be used?
- How does this program enhance the existing services?
- Provide budget for the project or program.

Funding Considerations

Describe plans for obtaining other funding needed to carry out the project or program or organizational goals, including amounts requested of other funders. If the project or 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).