

Howard and Geraldine Polinger Family Foundation

New Grant Application Form

- I. Executive Summary** (1-2 pages, single-spaced)
1. Application date
 2. Organization's name and contact information (full address, including mailing address if different, telephone, fax, and Web address)
 3. Organization's federal tax-exempt number
 4. Contact person's name, title, and contact information (telephone, fax, email)
 5. Dollar amount of this funding request
 6. Total program budget (if applicable)
 7. Total current organizational budget and fiscal year
 8. Period this funding request will cover
 9. Briefly describe the purpose of this funding request, including specific goals and objectives
 10. Who is served (including target population, number served, and geographic area(s) that will benefit from this proposal)
 11. Summary of organization's mission, history, and overall goals
 12. Signature of Executive Director
- II. Organizational Information** (Sections II and III combined should not exceed 8 pages)
1. Summarize in one paragraph the organization's mission, history, and overall goals.
 2. Describe current programs and activities and recent organizational accomplishments.
 3. How will this request strengthen the organization and/or improve its ability to meet program or organizational goals?
- III. Proposal Information**
1. Program/project name:
 2. Describe the program/project
 3. Describe the need (What is the issue that you plan to address? What is your approach? Why is the program needed? What research supports your idea? How does your strategy differ from others in the field?)
 4. List your goals and objectives for this grant proposal
 5. What specific measurable activities/strategies will you implement to accomplish these objectives? (In addition to your narrative, please use attached Metric Chart 1.)
 6. Describe the measurable criteria you will use to evaluate a successful program and the results you expect to have achieved by the end of the

funding period. (In addition to your narrative, please use attached Metric Chart 1.)

7. Explain your organization's relationship to the broader community (use of existing community resources; target population's involvement in program development and implementation; and relationship to other local organizations working to meet the same needs or providing similar services)
8. Describe the ways in which the program uses best practices in the field.
9. How does this program fit into the work of your overall organization?
10. What resources (financial, personnel, partnerships, etc.) will be needed to sustain this project and how will you secure these resources after the funding period ends?
11. List amounts requested for this proposal from other foundations, corporations, and other funding sources and whether the funds are requested, anticipated, or committed. For requested or anticipated funds, please indicate the date you expect notification.

IV. Financials (for all requests) (This information is not considered part of the narrative)

A. For all requests

1. Comparative financial statements including:
 - a. For previous fiscal year: organizational budget v. actuals, for both revenue and expenses (use attached budget v. actuals form)
 - b. For current fiscal year: organizational budget v. actuals, for both revenue and expenses (using attached form)
2. Projected organization budget for the next fiscal year, if available
3. Organization's year-to-date Statement of Financial Position (Balance Sheet) and year-to-date Statement of Activities (Income Statement)
4. If available, link to most recent audited financial statements (include auditor's letter and notes). If you do not have an audit, please provide a link to most recent IRS Form-990.

B. For Program Requests - in addition to the information requested above, please provide:

1. Comparative financial statements including:
 - a. For previous fiscal year: program budget v. actuals, for both revenue and expenses (use attached budget v. actuals form)
 - b. For current fiscal year: program budget v. actuals, for both revenue and expenses (using attached form)
2. Projected program budget for the next fiscal year, if available
3. Expense categories: Program budgets should include the total amount for each category relevant to your organization. Skip categories where you have no expenses and/or consolidate as appropriate. Please include a separate sheet showing the breakdown of identifiable expenses relating to this specific grant proposal.

- C. On a separate sheet, please provide specifics of funds requested, anticipated, or committed from foundations, corporations, and other funding sources. For requested or anticipated funds, please indicate the date you expect notification.
- D. Please attach a separate sheet listing the number of staff needed for the proposed project, their positions with respect to the project, and whether they are full or part-time employees.
- E. For reporting on prior grants, if funds needed to be reallocated from one budget line to another, please note any changes and justify the need for reallocation.
- F. Please note: Footnotes or a budget narrative may be used to explain budget items.

V. Required Attachments (for all requests) (This information is not considered part of the narrative)

1. A one-page organizational chart.
2. Short biographies (no more than 1 paragraph each) of staff or volunteers essential to the success of the project being funded.
3. List of board members with terms, occupations, and places of employment.