

**JOURNEY FOR GOOD FOUNDATION GRANT APPLICATION**

**Section 1: Executive Summary**

Date of application:

Name of organization to which grant would be paid (exact legal name):

Purpose of grant (one sentence):

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State, Zip:

Telephone number: Fax: E-mail:

Website: EIN:

Executive Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact person and title (if not executive director):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is your organization a 501(c)(3) not-for-profit?: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If no, please explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Applying for (check one): General support [ ]  Project support [ ]

Amount requested: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_ Total project cost (if applicable): $ \_\_\_\_\_\_ \_\_\_

Project name (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total organizational budget (for current year): $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates covered by this budget (mo/day/year): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total project budget (if requesting project support): $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates covered by project budget (mo/day/year): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Beginning and Ending Project Dates:

**Section 2: Narrative—***5 pages maximum*

Background: Describe the work of your nonprofit, addressing each of the following:

* A brief description of its history and mission.
* The need or problem that your organization works to address, and the population and/or community you serve.
* Current programs and accomplishments. Please emphasize the achievements of the recent past.
* Number of paid full-time staff; number of paid part-time staff; number of volunteers.
* Your organization’s relationships with other organizations working to meet the same needs or providing similar services. Please explain how you differ from these other agencies.

Funding Request: Please describe the program for which you seek funding.

* If applying for general operating support, briefly describe how this grant would be used.
* If your request is for a specific project, please explain the project including:
	+ A statement of its primary purpose and the need or problem that you are seeking to address.
	+ The population that you plan to serve and how this population will benefit from the project.
	+ Strategies that you will employ to implement your project.
	+ The proposed staffing pattern for the project, and the names and titles of the individuals who will direct the project.
	+ How the project contributes to your organization’s overall mission.

Evaluation: Please explain how you will measure the effectiveness of your activities and the results you expect to achieve by the end of the funding period.

**Section 3: Attachments:** Please label all attachments to correspond to the bold-faced, capitalized items below.

A. Financial Information.

* Your **MOST RECENT FORM 990**.
* Your **OPERATING BUDGET** for the current and most recent fiscal year.
* **A LIST OF** foundation and corporate **SUPPORTERS** and all other sources of income, with amounts, for your current and most recent fiscal year.
* A list of the foundations, corporations, and other **SOURCES** that you are **SOLICITING FOR FUNDING** and, to the best of your knowledge, the **STATUS OF YOUR PROPOSAL** with each.

B. If project funding is requested:

* Your **PROJECT BUDGET**. List each staff line separately and include % of time spent on project. Indicate the specific uses of the requested grant.
* A list of all **SOURCES OF INCOME**, actual and prospective with amounts.

C. Other Supporting Materials

* A list of your Board of Directors with their affiliations.
* A copy of your most recent IRS determination letter verifying your 501(c)(3) tax exempt status.
* One-paragraph resumes of key staff, including qualifications relevant to the specific request.
* Your most recent annual report, if available.
* Your most recent audited financial report, if available.
* No more than three examples of recent articles about your organization, if available.

**Please submit applications electronically to** **JourneyForGoodApplications@journeyforgood.org** **or by mail to the address below.**

Journey For Good Foundation
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Bethesda, MD 20817