

Full Grant Application – Required Information

When invited to submit a full grant application, you will have the opportunity to review and update the “fill-in-the blank” information submitted as part of your Letter of Inquiry. In addition, the following information is required for submission of a Full Grant Application. [Bracketed items] are not required, but are requested/optional and may not be applicable for a particular request.

Organization Narrative Information

- Brief summary of organization’s history
- Brief summary of organization’s mission
- Brief summary of organization’s goals
- Brief description of current programs and activities
- Brief description of recent accomplishments
- The applicant’s relationship with other organizations working with similar missions. What is your role relative to these other organizations?
- Number of board members, paid staff (full-time and part-time) and volunteers.

Purpose of Grant

- Describe the opportunity, challenge, issue or need that the grant will address. How did your organization come to identify that particular opportunity, challenge, issue or need?
- State the goal(s), at least three measurable outcomes and specific activities you will use to produce each of those outcomes.
- If your project is successful, describe who will benefit (including numbers) and how they will benefit.
- Describe how you will know that your outcomes have been achieved. How will you measure this and what tool or assessment will you use?
- Other organizations, if any, participating in the project
- Plans for ongoing funding after the grant
- The vision of the Morgan Family Foundation is for all people to have equal opportunity, and to make choices that lead to greater personal fulfillment and transformation for the common good. Describe how your project, if successful, will align with this vision.
- [Is there anything else you want to tell us related to this grant request?]
- If you are awarded funds, please describe the timetable for implementation. Include suggested due dates for semi-annual/interim and final grant reports.

Attachments

- Finances
 - Financial statement from most recently completed fiscal year, audited if available, showing actual expenses. This information should include a statement of financial position, statement of revenue and expense, and statement of activities (functional expenses).
 - Organization’s budget for current year, including income and expenses
 - [Project budget, including income and expenses (if not a general operating proposal)]
 - [Additional funders. List names of corporations, foundations or any other sources from which you are requesting funds for this project, with dollar amounts, indicating which sources are committed or pending.]
- List of board members and their affiliations
- [To be completed only if applicant is serving as a fiscal sponsor for this request:
 - List of the project’s leadership and advisory committee members and their affiliations

- Written agreement between the fiscal sponsor/applicant organization and the project and, if not explicit in the agreement, a letter stating that the sponsor accepts full legal, fiscal, and programmatic responsibility for the project.]
- Authorized by: By typing my name, title and date below, I certify that I am duly authorized to submit this full grant application on behalf of the organization, and to the best of my knowledge the information contained herein is true, accurate and complete.
 - Name of top paid staff or board chair
 - Title
 - Date

For Reference Only