

# Zion Benevolence Fund Grant Application Format

**Application Format – Please use the following format to create your own proposal. This is not a fill-n-the-blank application.**

## ***I. COVER SHEET***

Organization Name:

Tax exempt status:

Year organization was founded:

Date of application:

Address:

Telephone number:

Fax number:

Director:

Contact person and title (if not director):

Grant request: Period grant will cover:

Type of request (start-up, technical assistance, etc.):

Project title (if project funding is requested):

Total project budget (if request is for other than general support):

Total organizational budget (current year):

Starting date of fiscal year:

Summarize the organization's mission (two to three sentences):

Summary of project or grant request (two to three sentences):

Also, please center at top of cover sheet:

**Zion Benevolence Fund  
Grant Application**

## ***II. NARRATIVE (maximum of three pages.)***

**A. Introduction and Background of Organization** (Incorporating the following points :)

1. Briefly describe your organization's history and major accomplishments.
2. Describe your current programs and activities.
3. Who is your constituency (be specific about demographics such as race, class, gender, ethnicity, age, sexual orientation and people with disabilities)? How they are actively involved in your work and how do they benefit from this program and/or your organization?
4. If you are a grassroots group, describe your community. If you are a state, regional or national organization, describe your work with local groups, if applicable and how other regional and/or national organizations are involved.

**B. Describe your request** (Incorporating the following points:)

1. Problem statement: what problems, needs or issues does it address?
2. Describe the program for which you seek funding, why you decided to pursue this project and whether it is a new or ongoing part of your organization.

## **Zion Benevolence Fund Grant Application Format**

3. What are the goals, objectives and activities/strategies involved in this request? Describe your specific activities/strategies using a timeline over the course of this request.
4. Describe systemic or social change you are trying to achieve: How does your work address and change the underlying or root causes of the problem?

### **III. ATTACHMENTS/REQUIREMENTS** *(Supply everything checked below by funder who prepared this copy.)*

#### **A. Evaluation**

1. Briefly describe your plan for evaluating the success of the project or for your organization's work. What questions will be addressed? Who will be involved in evaluating this work—staff, board, constituents, community, consultants? How will the evaluation results be used?

#### **B. Organizational Structure/Administration**

1. Briefly describe how your organization works: What are the responsibilities of board, staff and volunteers?  
And if membership organization, define criteria for membership. Are there dues?
2. Who will be involved in carrying out the plans outlined in this request? Include a brief paragraph summarizing the qualifications of key individuals involved.
3. Provide a list of your board of directors with related demographic information.
4. How is the board selected, who selects them and how often?
5. Include an organizational chart showing decision-making structure.

#### **C. Finances**

1. Most recent, completed full year organizational financial statement (expenses, revenue and balance sheet), audited, if available.
2. Organization's current annual operating budget (See attached budget format).
3. Current project budget, other than general support (See attached format).
4. Projected operating budget for upcoming year (See attached format).

## **Zion Benevolence Fund Grant Application Format**

- 5. List individually other funding sources for this request. Include amounts and whether received, committed or projected/pending.
- 6. Describe your plans for future fund raising.
- 7. A copy of your IRS 501(c)(3) letter. If you do not have 501(c)(3) status, check with the funder to see if they are willing to fund through your fiscal sponsor or are willing to exercise expenditure responsibility.  
Additional information may be required to do so.
- 8. Other \_\_\_\_\_

### **D. Other Supporting Material**

- 1. Letters of support/commitment (up to three).
- 2. Recent newsletter articles, newspaper clippings, evaluations or reviews (up to three).
- 3. Recent annual report.
- 4. Videos/cassettes are accepted ONLY if this box is checked.
- 5. Other \_\_\_\_\_

### **Guidelines for applicants (completed by funder)**

Send 1\_number of complete copies: cover sheet, three page proposal and attachments that are checked off.

Use a standard typeface no smaller than 10 points and no less than .25 in margins.

Proposals by fax  are  are not accepted.

Binders or folders  are  are not accepted.

Your proposal must be double sided/single sided/no preference.

Please use the following paper:

- white  very light colored  recycled  8 1/2 x11 inches only
- no preference

Sí, aceptamos las solicitudes de fondos en español . Yes, we accept funding proposals in Spanish.

No aceptamos las solicitudes en español . No, we do not accept funding proposals in Spanish.

### **IV. BUDGET**

If you already prepare organizational and project budgets that approximate this format, please feel free to submit them in their original forms. You may reproduce this form on your computer and/or submit separate pages for income and expenses.

Budget for the period: \_\_\_\_\_ to \_\_\_\_\_

## **Zion Benevolence Fund Grant Application Format**

### **EXPENSES INCOME**

Salaries & wages (breakdown by individual position and indicate full or part-time)

Fringe benefits & payroll Taxes

Consultants & professional fees

Travel

Equipment

Supplies

Training

Printing & copying

Telephone & fax

Postage & delivery

Rent & utilities

In-kind expense

Other (specify)

TOTAL EXPENSE

Government grants & contracts (specify)

Foundations (specify)

Corporations

Religious institutions

United Way, Combined

Federal Campaign & other federated campaigns

Individual contributions

Fundraising events & products

Membership income

In-kind support

Other (earned income, consulting fees, etc. Please specify)

TOTAL INCOME

BALANCE

### **Questions?**

E-mail any questions to [zion@shawanozion.org](mailto:zion@shawanozion.org), Type 'Grant Questions' in the subject box, and include the question, contact name, phone number and best time to call in the message section. We will be glad to respond.