

Common Grant Application

The San Diego Common Grant Application was designed by San Diego Grantmakers' members and nonprofit community leaders to facilitate a simpler and more efficient grantseeking and grantmaking process. The intent is to help our nonprofit partners invest time on developing relationships with grantmakers and not on formatting. The intent is not to encourage mass submissions of proposals. It is important that each submission **demonstrate the strategic link between your proposal and the mission of the grantmaker to whom you are applying.**

Before you fill out the Common Grant Application, be sure to research the individual foundations you plan to submit a proposal to! While the foundations and corporations listed accept the San Diego Common Grant Application, each has different guidelines and priorities, many require a first step or "Letter of Intent" (LOI) prior to submitting a proposal. In addition, foundations have different deadlines and timetables. Any funder that has agreed to accept this form may request additional information at any stage in the proposal process.

1. **Application:** submit proposal directly to foundation and/or corporation.
2. **Additional information:** many of the participating foundations and corporations have additional steps or require additional information. Before submitting a proposal, please review the respective organization's grant requirements.

If you are interested in seeking additional information and/or resources, please visit www.sdgrantmakers.org/grantseekers. Here you will find articles, sample grant proposals, and other links to assist you in your grantseeking efforts.

Proposal Checklist:

- ___ Application
- ___ Additional information requested by the individual grantmakers (see step 2 above)
- ___ Copy of the current IRS determination letter indicating 501(c)3 tax-exempt status
- ___ List of Board of Directors including affiliations, tenure, and terms. What percentage of the Board of Directors financially supports the organization?
- ___ Annual Report (if available)
- ___ **Organizational financial statements:** financial statements from the last two fiscal years (audited if possible) and current operating budget for the organization (expenses and income)
- ___ **Project financial statements:** two-year project budget (expenses and income)
- ___ List of other funders and/or potential funders and amounts committed or requested for the specified project

See <http://www.sdgrantmakers.org/grantseekers/cga.asp> for a list of San Diego foundations that accept the Common Grant Application.



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Date of Application: _____

Legal Name of Organization: _____

Executive Director: _____

Contact Person/Title
(if different from Executive Director): _____

Email: _____

Organization Website: _____ EIN: _____

Address: _____

City, State, Zip: _____

Phone Number: _____ Fax Number: _____

Project Name: _____

Purpose of Grant: _____

Beginning and Ending Project Dates: _____

Amount Requested: \$ _____ Total Project Cost: \$ _____

Is your organization an IRS 501(c)3 not-for-profit? _____ Yes _____ No

If no, check funder's guidelines to determine if the funder accepts fiscal sponsors or makes other arrangements as appropriate. Please explain:

Applications must be sent directly to the organization(s) from which you are seeking funding and **SHOULD NOT BE SENT TO SDG**. SDG does not make grants or match grantseekers with funding sources.

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Please structure your proposal to provide the following information in the order indicated. Use the headings, subheadings, and numbers provided in your own word processing format to address the questions and issues posed in the outline. The questions reflect the general interests and concerns of grantmakers, but are not intended to be conclusive. Additional information pertinent to your project should be included. Be thorough yet strive for brevity. Although tightly written proposals are preferred, take the space you need to make your case.

1. Organization Information
 - Summarize your organization's history.
 - State the organization's mission and goals.
 - Outline current programs and activities.
 - Highlight organizational accomplishments.

2. Purpose of Grant
 - Describe the proposed program or project.
 - Identify the needs, problems, and/or opportunities to be addressed. What are the challenges to the project? Who else in the specified area is addressing this issue?
 - Identify the target population/geographic community served and how they will benefit. How will you reach this community?
 - Explain how the project contributes to and/or impacts the community.
 - What are the goals of the project? What methods will you use to achieve the objectives?
 - Outline the key staff and volunteers' qualifications and experience critical to the project
 - Identify other organizations and/or partners participating in the project and their roles.
 - Provide a timetable for the project.
 - Identify long-term funding resources for the project. How will the project be sustained?

3. Evaluation
 - Describe the plan for evaluation. For instance, how will evaluation results be used and/or disseminated? Who will be involved in the evaluation?

4. Attachments
 - Copy of the current IRS determination letter indicating 501(c)3 tax-exempt status.
 - List of Board of Directors including affiliations, tenures, and terms. What percentage of the Board of Directors financially supports the organization?
 - Annual Report (if available).
 - **Organizational financial statements:** financial statements from the last two (2) fiscal years (audited if possible) and current operating budget for the organization (expenses and income).

- **Project financial statements:** two-year project budget (expenses and income).
- List of other funders and/or potential funders and amounts committed or requested for the specified project.