

Chicago Area Grant Application Form

Introduction

Working collaboratively, representatives from Chicago's foundations and corporate giving programs and a broad range of nonprofit organizations designed this form in order to streamline the grant seeking process.

Be strategic. Make sure that the goals, objectives, and amount requested in your proposal match the criteria of the funder you are approaching. A cover letter should be included with each proposal which introduces your organization and your request, and makes a strategic link between your proposal and the funder's mission and grantmaking interests. Information about many individual grant programs is available from each funder at Donors Forum's Library.

How to Use the Application Form

Type in the grey boxes to fill out the form. Use your mouse or the <Tab> button to move from one field to the next. When finished filling out the form, click File and then Save As...to save the file. You can e-mail the form to co-workers for review or to add additional information to the form.

Please fill out each blank section in the application. To get help at any time, press the F1 key.

When you have completed the application, you can print and sign your application for submission.

This form uses macros for calculations; verify macros are enabled in order to get the full benefit of the form.

This application is compatible with MAC and PC.

Important notes

1. Please keep in mind that different funders have different guidelines, priorities, deadlines and timetables. In addition, funders who accept this form may require a preliminary concept paper or request additional information at any stage in the proposal process.

- Know each funder's grantmaking philosophy, program interests, and criteria.
- It is important to follow specific instructions from the funder.
- Be aware of each funder's application process, including timetable and preferred method of initial contact.

2. Include a cover letter that outlines the strategic link between your proposal and the funder's mission.
3. This form must be completed in its entirety.
4. Develop your proposal using the format on page iii.

Resources

- Call or write each funder to obtain a copy of funding guidelines and/or annual report.
- Use the Donors Forum's Grantseekers Toolbox (at <http://www.donorsforum.org/resource/gstoolbox1.html>), Illinois Funding Source (at <http://ifs.donorsforum.org>), the *Directory of Illinois Foundations* and other local and national directories as a starting point to your research.
- Visit Donors Forum's Library to conduct research on private grantmakers. The Library is open to the public and is located at 208 South LaSalle, Suite 1535, Chicago, IL 60604. Regular hours are from noon to 5 p.m. Monday through Friday. The Library's telephone number is (312) 578-0175.

Frequently Asked Questions

I want to type more in the field, but it won't allow me to.

Most fields (the space where you type in the answers to questions) have a limit of characters. They are limited so that users cannot create extremely long proposals. With your cursor in the field press F1 for more information on the character limitations.

Why can't I spell check?

Spell check is not available for Microsoft Word forms. To spell check, type the text in another document, spell check that document, then copy and paste the text into the Chicago Area Grant Application form.

Why can't I change the font or use bold, italics and other font formatting?

Forms are preset in Microsoft Word forms and cannot be changed.

Who accepts the Chicago Area Grant Application and Report Forms?

The list of foundations and corporate giving programs that accept the form changes periodically. It's a good idea to check the Donors Forum's web site for current lists: http://www.donorsforum.org/resource/grantapp_orgs.html

Need more assistance? Contact Donors Forum by e-mail at info@donorsforum.org or by phone at (312) 578-0175

Alphawood Foundation	R.R. Donnelley Foundation	Hartmarx Charitable Foundation	C. Louis Meyer Family Foundation	Hulda B. & Maurice L. Rothschild Foundation
Aon Foundation	EVEREN	IBM Corporation		
The Baxter International Foundation	Foundation	Illinois Tool Works Foundation	The Elizabeth Morse Charitable Trust	SBC Foundation
	Exelon Corporation/ Commonwealth Edison Company			Sears, Roebuck & Co.
Harry S. Black and Allon Fuller Fund		Mayer and Morris Kaplan Family Foundation	New Prospect Foundation	Albert J. Speh, Jr. and Claire R. Speh Foundation
BP America Inc.	Jamee and Marshall Field Foundation		Northern Trust Company	
The Bufka Foundation		John and Edith Kapoor Charitable Foundation		Steans Family Foundation
Elizabeth F. Cheney Foundation	First United Church of Oak Park		Peoples Energy Corporation	
	Lloyd A. Fry Foundation	The Libra Foundation	Michael Reese Health Trust	Irvin Stern Foundation
Chicago Bar Foundation		John D. and Catherine T. MacArthur Foundation		TCF National Bank
Chicago Tribune Foundation	GATX Corporation		Relations Foundation	VNA Foundation
	Harris Bank Foundation	The McCall Family Foundation	Retirement Research Foundation	Washington Square Health Foundation, Inc.

Foundations/Corporate Giving Programs that accept the Chicago Area Grant Application For

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Required Attachments *Please provide in the following order.*

A. Finances

1. Audited financial statements for the last fiscal year, if available, or Form 990. If neither document is available, include unaudited financial statement.

2. Current year's operating budget to include both projected expenses and revenues. Categorize expenses under program, general and administrative, and fundraising.
3. Program budget (with narrative, if applicable).
4. If request is for a multi-year grant, include multi-year program budget.
5. Capital budget and a list of Campaign Committee members (if applicable).
6. A list of foundations, corporations, or governmental agencies which funded the organization in the last fiscal year, including amounts contributed (\$1,000 and above).
7. Itemization of use of requested funds (if requested by funder).

B. Other Supporting Materials

1. Verification of the organization's or fiscal agent's tax-exempt status under Section 501(c) 3 and 509(a) of the IRS code. If using a fiscal agent, please include Letter of Authorization.
2. Grantee report (if previously funded).
3. Latest annual report or a summary of the organization's prior year's activities.
4. Current board list with related employment affiliation.
5. A description of ethnic and minority representation of Board of Directors in percentages (if requested by funder).
6. Qualifications of professional program staff (if applicable).
7. If the project for which funding is sought is a collaboration with other agencies, include letters of agreement from the collaborating agencies.
8. Letters of support and/or reviews (if applicable).

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Grant Request

This request is for: General operating support
Capital
Other (specify)

Amount requested: \$ _

Specify (if other):

Program/project title:

Organizational Information

Organization name:

Address:

City:

State:

Zip:

Telephone:

Fax:

E-mail:

Executive director:

Telephone:

Name/title of contact person:

Telephone:

Total organization budget for current year \$

Date of incorporation:

United Way funded? Member Grant No

FEIN number (or equivalent)

Is your organization tax exempt under Section 501(c)(3)? No Yes

Section 509(a)? Yes No

If not, do you have a fiscal agent? (please identify organization, contact person, and telephone number)

Primary service category of organization

Arts & culture Health Human services Civic/economic development Education Environment

Other (specify) Specify (if other):

Summarize the organization's mission (2- 3 sentences)

Geographic service area(s)

City of Chicago

Northwest Indiana

Regional/national

County (specify)

Suburbs (specify)

Chicago neighborhood(s) (specify)

Other (specify)

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Provide percentages and/or descriptions of the populations your organization serves.

Race/ethnicity (if applicable)

% African American	% Asian American/Pacific Islander	
% Caucasian	% Hispanic/Latino	
% Native American	% Other	Total % (should equal 100%) 0%
% Female	% Males	Total % (should equal 100%) 0%
% Other (i.e. disabled, age, gay/lesbian, etc.)		

Staff composition in numbers

	Support	Professional
Paid full-time		
Paid part-time		
Volunteers		
Interns		
Other		
Totals	0	0

Summarize the purpose of your request (5 sentences or fewer)

Time frame in which the funds will be used: From: _____ To: _____

List other private and public funding sources for this particular request.

(If this is a request for general operating support, please see Attachment A6 on page iii.)

Funding sources—to date Amount Date received

Funding sources—pending Amount Date received

Organizational Budget (last fiscal year) Expenses \$ _____ Revenues \$ _____

Program/project Budget (if applicable) \$ _____

Signature of authorized official

___ Date:

Name/Title:

Proposal Narrative *Please provide the following information in this order. Do not use more than 5 single-spaced pages, exclusive of attachments. Please staple; do not bind your application.*

A. Background

1. *Organization's mission, history, overall goals and/or objectives.*
2. *Description of current programs and activities. Please emphasize major achievements of the past two years.*
3. *Description of formal and informal relationships with other organizations.*

B. Purpose of funding request

1. *If applying for general operating support, briefly state how this grant will be used.*
2. *If your request is for a specific project or capital campaign, please provide the following information:*
 - *The community and/or agency needs or problems that this effort will address, including population served.*
 - *Describe how the project addresses these identified needs.*
 - *Program or Capital Campaign description to include strategies employed to implement the proposed project:*
 - (1) *goals and objectives, (2) timetable for accomplishing stated goals and objectives, (3) program methodology (program only), (4) staffing, and (5) collaboration with other agencies.*
 - *If this is a collaboration, briefly describe the partners.*
 - *If this request is for a specific program, explain how it will be supported after termination of the grant.*

C. Evaluation

1. *Explain how you will measure the effectiveness of your activities.*
2. *Describe your criteria for success.*
3. *Describe the results you expect to have achieved by the end of the funding period.*

