



FUND FOR IDAHO

2016 Grant Application Format

PROPOSAL FORMAT: Please assemble your application in this format and order.

I. COVER SHEET (The completed Cover Sheet File.)

II. NARRATIVE (maximum of **five** pages for this section – PLEASE number the pages of your application. You do not need to include this instruction sheet in the application - just insert your answers where they go and keep the headings so we know which section is which.)

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 (include demographics such as race, class, gender, ethnicity, age, sexual orientation, gender identity and people with disabilities)? How are they actively involved in your work, your organizational decision-making processes, and how do they benefit from this program and/or your organization?
4. If you are a grassroots group, describe your community. If you work statewide, describe your work with local groups, if applicable, and how other regional and/or national organizations are involved. Describe your collaborative activities with other social justice or environmental organizations.

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

1. Problem statement: what problems, needs or issues will your work address?
2. If you are seeking project support, describe the project, explain why you decided to pursue this project, and whether it is a new or ongoing part of your organization.
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. How does your work promote diversity and address inequality, oppression and discrimination within your organization as well as the larger society?
5. Describe the 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 (these do not count toward five page limit – PLEASE number the pages of your application.)

A. Evaluation

Briefly describe your plan for evaluating the success of the project or for your organization's work. How will you measure effectiveness? How will you measure impact? How will the program change what people do, know or feel? Who will be involved in evaluating this work—staff, board, constituents, community, consultants? How will you use the evaluation results?

B. Organizational Structure/Administration

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

C. Finances

1. Your organization's most recent, completed full year organizational financial statement (expenses, revenue and balance sheet), audited, if available.
2. Your organization’s current annual operating budget.*
3. For Project Funding, your current project budget.*
4. A list of other funding sources you are seeking to support the work described in this request. Include amounts requested and whether the funding received, committed or projected/pending.
5. Describe your plans for future fund raising.
6. A copy of your IRS 501(c)(3) determination letter. If you do not have 510(c)(3) status, please submit IRS 501(c)(3) documentation for your fiscal sponsor and documentation of your fiscal sponsorship relationship. Additional information may be required.

* See attached budget format. If you already prepare organizational and project budgets that approximate this format, feel free to submit them in their original format.

D. Other Supporting Material

1. If you are a returning applicant, you **MUST include your last grant report as an attachment to this application** in this section.
2. Letters of support/commitment (up to three). **We require at least one letter of support** from an organization with which you have collaborated.
3. Recent newsletter articles, newspaper clippings, evaluations or reviews (up to three).
4. Recent annual report.
5. Other _____

IV. ADDITIONAL INSTRUCTIONS

- Send **8 complete, collated copies** of your proposal and all attachments.
- Use white 8½ x 11” paper for application and all attachments. Recycled paper preferred.
- Use an **easy-to-read** font type at least 11 points and margins of at least .7”.
- Please **number** all the pages of your application and attachments.
- Please **print on both sides** of the page.
- Do not send us any items you want to have returned – we cannot return them.
- Send proposals by US first class or priority mail. **Hand-delivered proposals are accepted only if you speak with the director in advance** to arrange a delivery time.
- We cannot accept E-MAIL OR FAXED PROPOSALS at this time.
- Be sure you proposal falls within our Grant Guidelines. **All new applicants must contact us before submitting applications. Please contact:** Gail Heylmun, Executive Director,

(208) 343-1744 or gail@fundforidaho.org

If you have any doubt, please call!

DEADLINE: Applications must be POSTMARKED on or before June 30, 2016. **Applications must include the Grant Cover Page, the complete Proposal, and all required attachments, including budgets.**

Mail completed proposals to:

FUND FOR IDAHO
P.O. Box 769
Boise, ID 83701