



2016 GRANT APPLICATION



2016 Grant Application

Please submit your grant application providing, at a minimum, the requested information below.

Please carefully review and adhere to our Guidelines for Grant Applications before submitting your application. Keep your answers brief and to the point. Your application should be no more than ten (10) pages plus any attachments. Please use doubled-space 11pt type. *We should be able to fully evaluate your grant request based solely on the information you provide in your proposal. Avoid submitting lengthy attachments in support of your application.*

Applications *must be received* at The People's Foundation, Inc. (TPF), 31 Norwood Road Silver Spring, MD 20905 by **March 30, 2016**. Upon receipt of your grant application you will receive an e-mail confirming its receipt. If you do not receive this e-mail, or have any questions about your application, please free to call us at 240-293-0503 or send an email to us at grants@thepeoplesfoundation.org.

We anticipate making award announcements in late June for programs and awarding funds by August of each year. Please note that program awards will be based upon available funds each year.

GRANT GUIDELINES

- To be considered for funding, the organization must have a 501c3 designation from the IRS
- TPF fund organizations which:
 - Serve underprivileged and underserved groups in the community
 - Focus on academics, the arts, and healthy lifestyles or nutrition
 - Have a consistent (or stable) and effective leadership/management team in place
 - Provides clear goals and objectives with measureable outcomes
- TPF **does not** fund:
 - General and Administrative costs, including salaries or labor
 - Advertising or fundraising drives
 - Partisan or political events or programs



1. APPLICANT INFORMATION

Name of Legal Entity Submitting Request: _____

Tax ID Number: _____

Project Name: _____

Contact Person/Title: _____ / _____

Address: _____

City: _____ State: __ Zip: _____

Telephone: _____

Email address: _____

Amount Requested (in US Dollars): \$_____

Has your organization applied for or received funding from TPF previously? _____

If so, when? _____ What amount did you receive? _____

Attach a copy of your IRS Letter of Determination.

If your organization does not have an IRS Letter of Determination, (i) attach an one-page description about how your group operates and (ii) the name of your IRS not-for-profit fiscal agent.

2. MISSION STATEMENT OR STATEMENT OF PURPOSE OF YOUR ORGANIZATION



3. EXECUTIVE SUMMARY OF PROJECT/ACTIVITY (2-3 sentences)

4. WHAT WILL THE PROJECT ACCOMPLISH IN TERMS OF OUTCOMES? (List up to 5 items)

5. DESCRIPTION OF PROPOSED ACTIVITY/ WORK PLAN

Describe the program activities including who will perform the activities, where and how the activity will take place. Please indicate whether, and to what extent, other organizations or individuals are participating in or supporting the activity. **(Attach up to 3 pages if necessary)**



6. BENEFITS TO THE COMMUNITY

Briefly describe:

- Who will benefit from the project and how;

- How this program mobilizes, utilizes, enhances, or expands community resources;



- Whether or not this program includes any contributions from the community in time and resources;

- Does this proposal strengthen an important component of community life? Tell us how.

7. TIMELINE

Provide a detailed timeline or schedule for program implementation or completion. **TPF does not provide multiple year support for programs or initiatives.**

8. BUDGET AND FINANCIALS (Please attach separately)

Provide both (i) an overall budget for the project, including any support you expect to receive from other sources, and (ii) an organizational budget, if available. Please provide most recent year end financials. For the purpose of this application, such support may be financial or in-kind, such as volunteer hours that community members have pledged to the project. Tell us how the funding from TPF will impact your project.

