



Sample Grant Application

The following sample grant application is intended to assist you in preparing your application by providing the questions in advance. You may use this document as a template to prepare your responses.

When ready to submit your application, please log into the grantee portal to complete and submit your application to the Foundation.

The grantee portal may be accessed at: <https://ralphcwilsonjrfoundation.fluxx.io>

If you do not yet have an account for the grantee portal, create one by clicking **Create an account now** link on the grantee portal login page.

If you forgot your password, you may reset it at any time by clicking the **Reset or create password** link on the login screen and following the instructions.

If you have any questions about your grant application, please contact your program officer, or the Foundation at:

313.885.1895

-or-

info@ralphcwilsonjrfoundation.org

ORGANIZATION INFORMATION

Please select a Primary Contact and Primary Signatory for your application. If the Primary Signatory is the same as the Primary Contact, put the same name in both fields.

Primary Contact: person at organization responsible for responding to questions about the application

Primary Signatory: person at organization with authority to sign grant agreement if an award is made

Organization: [your organization information displays here automatically]

Location: [your location displays here automatically]

Primary Contact:

Authorized Financial Contact:

Reporting Contact:

Board President:

Organization Name: [your organization information displays here automatically]

Organization Description: [your description displays here automatically]

Tax ID: [your tax ID displays here automatically]

Address 1: [your address displays here automatically]

Address 2: [your address displays here automatically]

City, State Zip: [your city, state zip displays here automatically]

Phone: [your phone displays here automatically]

Website Address: [your website address displays here automatically]

Does the information above need to be updated?

In the fields below please provide information on the topics requested:

Organization History:

Mission and Goals:

Population Served and Scope of Services Currently Offered:

Are there any other organizations (501(c)(3), fundraising, beneficiary, etc.) that you are affiliated with? [Select Yes or No]

If yes, enter the relevant information below:

Below please upload proof of your organization's tax exempt status. If the upload link does not appear, please scroll down to the "Documentation" section to confirm that your existing information is correct.

- IRS 501(c)(3) determination letter

REQUEST INFORMATION - LOI

Request Summary - Describe your request in one to two sentences. (250 characters or less):

Project Description - Describe your project, objectives, and anticipated outcomes. (250 words or less):

Statement of Purpose and Need - What is the purpose of your project and why is there a need for it? (250 words or less):

Grant Start Date:

Grant End Date:

Total Program Cost:

Amount Requested:

Other Funding Sources - Please only include other funding sources for the proposed project, not for your entire organization. If there are no other funding sources, please explain why:

ADDITIONAL INFORMATION

Please specify what area you will be operating in: [select one of the following: Southeast Michigan, Western New York, Both]

If Western New York or Both - Please specify what counties you'll be serving in Western New York:

If Southeast Michigan or Both - Please specify what counties you'll be serving in Southeast Michigan:

Please specify the focus area your project belongs to: [select one of the following: Active Lifestyles, Caregivers, Entrepreneurship & Economic Development, Nonprofit Support & Innovation, Preparing for Success]

REQUEST INFORMATION - FULL PROPOSAL

Project Title:

Target Population & Benefits - Please provide a description of the target population of the project and how they will benefit:

Project Description - Please provide a description of the project and expected outcomes (10,000 characters or less):

Biography of the Management and Key Program Staff - Please limit to 3 members and upload their respective resumes:

- Resume 1
- Resume 2
- Resume 3

List any other partners in the project and their roles:

Please list any similar existing projects or agencies and explain how your agency or proposal differs, and what effort will be made to work cooperatively:

Active Constituents - *Please provide a description of the active involvement of constituents in defining problems to be addressed, making policy, and planning the program:*

Staffing and Oversight - *Please describe the staffing complement and oversight responsibility for this project:*

Post-Grant Funding - *Please describe any long-term strategies for funding this project at end of grant period:*

[If Programmatic Support]

PROGRAMMATIC SUPPORT

Describe the sustainability plan for the program:

List any other funding sources related to the program:

Provide explanation and terms for naming opportunity and/or recognition of grant:

Please provide a detailed budget for the project this grant will be supporting:

- Programmatic Support Budget

[If Endowment Support]

ENDOWMENT SUPPORT

Describe the endowment spending policy and target distribution rate:

Please provide a copy of your investment policy statement:

- Investment Policy Statement

Fee Structure & Overhead - **Please describe the fee structure and explain the administrative overhead assessed on endowments:**

Provide explanation and terms for naming opportunity and/or recognition of grant:

Please provide a one page document outlining past investment return and a snapshot of the current portfolio:

- Past Investment Return

[If Capital Support]

CAPITAL SUPPORT

Context - Describe the context for the request – is the project part of an established capital strategy and/or priority matrix?

Fee Structure - Describe the fee structure and administrative overhead assessed on capital projects:

Please provide a detailed budget outlining soft and hard costs, as well as explanation of the level of resources allocated by sponsoring organization and other sources of support that may be leveraged to complete the proposed project (Excel upload).

- Capital Support Budget

EVALUATION

Plans for Evaluation - Include how successes will be defined and measured:

Evaluation Results - Description of how evaluation results will be used and/or disseminated and, if appropriate, how the project will be replicated:

Evaluation & Constituents - Description of the active involvement of constituents in evaluating the program:

BUDGET

Other Sources of Funding - Please list amounts requested of other foundations, corporations and other funding sources to which this proposal has been submitted:

Please provide a detailed budget for how you plan on spending the grant amount if awarded. Please also provide a detailed overall budget for the project. (Excel upload)

- Overall Project Budget
- Proposed Grant Budget

DOCUMENTATION

When prompted to upload a document, please use the small green '+' button to select and upload your document. Additional documents can be uploaded in the Request Documents section at the bottom of the page by using the small green '+' button in the header.

Please provide the following attachments:

- **Annual Report** - provide a copy of your most recent annual report.
- **Audited Financial Statement** - a copy of your most recent independent audit, in accordance with your country's national accounting practice.
- **Board or Trustees List** - current board members, with officers noted, and all members' professional affiliations. Please identify any community representatives as a "volunteer" or "community member."

- **IRS Form 990 or Organization Budget** - provide your most recent 990. For organizations with budgets under 50K, please upload an organization budget in place of the IRS Form 990.
- **List of Supporters**
- **Project Budget** – provide a line-item budget for the overall project, and specify the portion for which you are seeking Ralph C. Wilson, Jr. Foundation support. The preferred format for budgets is Excel (.xls, .xlsx).

SAMPLE