



Sample Project & Program Support 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 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 the following contacts for your application:

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*

Authorized Financial Contact: *person at organization with authority to provide banking information*

Reporting Contact: *person at foundation responsible for submitting reporting related to progress of program/project*

Organization: [your organization information displays here automatically]

Location: [your location displays here automatically]

Primary Contact:

Primary Signatory:

Authorized Financial Contact:

Reporting Contact:

*Please review your organization information below. If this information is incorrect, please **Save and Close** your application. Then, go to **Organizations > My Organizations** in the left menu and provide the necessary updates.*

Organization Name: [your organization information displays here automatically from your Organization record]

Tax ID: [your tax ID displays here automatically from your Organization record]

Address 1: [your address displays here automatically from your Organization record]

Address 2: [your address displays here automatically from your Organization record]

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

Phone: [your phone displays here automatically from your Organization record]

Website Address: [your website address displays here automatically from your Organization record]

Organization Description: [your description displays here automatically from your Organization record]

Overview, Mission and Goals: [your description displays here automatically from your Organization record]

(IF PROGRAM/PROJECT SUPPORT) REQUEST INFORMATION

LETTER OF INQUIRY QUESTIONS

Request Summary - Describe your request in one to two sentences.

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

Grant Start Date:

Grant End Date:

Total Program/Project Cost:

Grant Amount Requested:

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

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 aligns with: [select one of the following: Active Lifestyles, Caregivers, Entrepreneurship & Economic Development, Nonprofit Support & Innovation, Preparing for Success]

(IF INVITED) FULL PROPOSAL QUESTIONS

Project Title:

Program/Project Description - Provide more detail on your program/project, its objectives, anticipated outcomes, potential challenges and risks, and who it will serve:

What indicators/metrics do you intend to track over time, to show progress toward the results/outcomes you want?

How have you incorporated the feedback from your community and/or partners regarding the program or project you're proposing?

Who are the project champions (management and key program staff) and briefly describe their specific role for this program/project.

List any other partners (not referred to above) in the project and their roles.

Describe the sustainability plan for the project/program. What would it take for you to continue this project at the conclusion of the grant? What supports do you anticipate needing? What challenges do you anticipate in continuing the program?

Indicate the types of financial documents you have available: [select one of the following: Audited Financial Statements, IRS Form 990, Compilation or Reviewed Financial Statements, Internal Statements or Pro Forma]

Do you have a recent annual report or equivalent documentation?

(IF PROGRAM/PROJECT SUPPORT) DOCUMENTATION

When prompted to upload a document, please use the + **button** to the right of each document type 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 + **button** in the header.

Please provide the documentation listed below:

LETTER OF INQUIRY

(based on financial documents selected above, one of the following preferred documentation will display below)

- **Audited Financial Statement:** Financial statement audited by a certified public accountant (CPA)
- **IRS Form 990:** Annual information return required by the IRS
- **Compilation or Reviewed Financial Statements:**
Compilation- basic summary of financial statements written by a CPA using data provided by your organization
Review – limited examination performed by a CPA, reporting on the plausibility of your financial statements
- **Internal Statements or Pro Forma:**
Internal Statements - the most recent annual or quarterly unaudited financial statement of the organization
Pro Forma – Financial statements forecasted for future periods (financial forecast or financial projections)

(IF INVITED) FULL PROPOSAL

- (displays if annual report question above = Yes) **Annual Report:** provide a copy of your most recent annual report
- **Board or Trustees List:** current board members, with officers noted.
- **Overall Project, inclusive of Proposed Grant Request 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).

Optional documents (not required):

- **Project Champion Biographies:** for the management and key program staff mentioned above
- **Previous Evaluation or Program Outcomes Reports:** for the project/program you are applying for
- **Supplemental Documentation:** feel free to upload any other supporting material that would be helpful in the review of this application