



**GAZELLE SPORTS FOUNDATION
ORGANIZATIONAL GRANT APPLICATION**

Date of application: _____

Legal name of organization applying:

(Should be same as on IRS determination letter and as supplied on IRS Form 990.)

Year founded: _____

Contact person/title: _____

E-mail address: _____

Phone numbers: _____ work _____ mobile

Address *(principal/administrative office)*:

City/State/Zip:

Web address:

Project name:

Purpose of grant *(one sentence)*: _____

Dates of the project: _____

Amount requested: \$ _____ (Grants are currently limited to a \$5,000 cap.)

Total project cost: \$ _____

Geographic area served: _____

Signature, Contact Person

Typed Name and Title

Date

GRANT APPLICATION FORMAT

Please provide the following information in this order. Use these headings, subheadings and numbers provided in your own word processing format, thus leaving flexibility for length of response.

NARRATIVE

1. Project Summary

Begin with a half-page project summary. Briefly explain why your group is requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if the grant is made.

2. Purpose of Grant

Statement of needs/problems to be addressed; description of target population and how they will benefit.

Description of project goals, measurable objectives, action plans, and statements as to whether this is a new or ongoing part of the sponsoring organization.

Description of the active involvement of constituents in defining problems to be addressed, making policy, and planning the program.

Description of the qualifications of key staff and volunteers that will ensure the success of the program. List of specific staff training needs for this project.

Long-term strategies for funding this project at end of the grant period.

3. Evaluation

Plans for evaluation, including how success will be defined and measured.

Description of how evaluation results will be used and/or disseminated and, if appropriate, how the project will be replicated.

Description of the active involvement of constituents in evaluating the program.

4. Budget Narrative/Justification

Grant budget; use the **Grant Budget Format** that follows, if appropriate.

List of amounts requested of other foundations, corporations and other funding sources to which this proposal has been submitted.

List of priority items in the proposed budget in the event that we are unable to meet your full request.

5. Organization Information

Brief summary of organization's history.

Brief statement of organization's mission and goals.

Description of current programs, activities and accomplishments.

Organizational chart, including board, staff and volunteer involvement.

ATTACHMENTS

1. A copy of the current IRS determination letter indicating 501(c)(3) tax-exempt status, if applicable.
2. Finances: Organization's current annual operating budget, including expenses and revenue.
3. Letters of support should verify project need and collaboration with other organizations.
4. Recent examples of external communications. These can include annual reports, newsletters, media coverage, etc.

GRANT BUDGET FORMAT

Below is a listing of standard budget items. Please provide the project budget in this format and in this order.

A. Organizational fiscal year: _____

B. Time period this budget covers: _____

C. **Income:** include the **total amount** for each of the following budget categories, in this order:

Donations	\$ _____
Fundraising	\$ _____
Grants	\$ _____
Membership Fees	\$ _____
Other	\$ _____
Total Income	\$ _____

D. **Expenses:** include the *total amount* for each of the following budget categories, in this order:

Administrative \$ _____
(Salaries/wages, rent, utilities, advertising, postage, operating expenses, etc.)

Fundraising \$ _____
(Amount attributed to raising funds.)

Program \$ _____
(Amount directly related to program expenses.)

Other \$ _____
(Miscellaneous expenses unrelated to categories above.)

Total Expenses \$ _____