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# Chicago Area Grant Application Form

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Working collaboratively, representatives from Chicago's foundations and corporate giving programs and a broad range of nonprofit organizations designed this form in order to streamline the grantseeking process.

Be strategic. Make sure that the goals, objectives, and amount requested in your proposal match the criteria of the funder you are approaching. A cover letter should be included with each proposal which introduces your organization and your request, and makes a strategic link between your proposal and the funder's mission and grantmaking interests. Information about many individual grant programs is available from each funder at the Library of the Donors Forum of Chicago.

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## Important notes

1. Please keep in mind that different funders have different guidelines, priorities, deadlines and timetables. In addition, funders who accept this form may require a preliminary concept paper or request additional information at any stage in the proposal process.
    - Know each funder's grantmaking philosophy, program interests, and criteria.
    - It is important to follow specific instructions from the funder.
    - Be aware of each funder's application process, including timetable and preferred method of initial contact.
  2. Include a cover letter that outlines the strategic link between your proposal and the funder's mission.
  3. This form must be completed in its entirety.
  4. Develop your proposal using the format on page 3.
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## Resources

- Call or write each funder to obtain a copy of funding guidelines and/or annual report.
  - Use the Donors Forum of Chicago's Grantseekers Toolbox (at <http://www.donorsforum.org/resource/gstoolboxI.html>), Illinois Funding Source (at <http://ifs.donorsforum.org>), the *Directory of Illinois Foundations* and other local and national directories as a starting point to your research.
  - Visit the Donors Forum Library to conduct research on private grantmakers. The Library is open to the public and is located at 208 South LaSalle, Suite 735, Chicago, IL 60604. Regular hours are from 9:00 a.m. to 4:00 p.m. Monday through Friday and until 6:00 p.m. on the second and fourth Wednesday of each month. The Library's telephone number is (312) 578-0175; TDD 578-0159.
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## Foundations/Corporate Giving Programs that accept the Chicago Area Grant Application Form

Alphawood Foundation (fka WPWR-TV Channel 50 Foundation)	Circle of Service	GATX Corporation	C. Louis Meyer Family Foundation	Retirement Research Foundation
Aon Foundation	Community Memorial Foundation	Harris Bank Foundation	Michael Reese Health Trust	Hulda B. & Maurice L. Rothschild Foundation
The Baxter Allegiance Foundation	R.R. Donnelley & Sons Company	Hartmarx Charitable Foundation	The Elizabeth Morse Charitable Trust	SBC (fka Ameritech)
BP (fka Amoco Foundation)	EVEREN Foundation	IBM Corporation	ONDEO-Nalco Foundation	Sears Roebuck & Co.
The Bufka Foundation	Exelon Corporation/ Commonwealth Edison Company	ITW Foundation (fka Illinois Tool Works)	New Prospect Foundation	Albert J. Speh, Jr. and Claire R. Speh Foundation
Elizabeth F. Cheney Foundation	Jamee and Marshall Field Foundation	Mayer and Morris Kaplan Family Foundation	Northern Trust Co.	Irvin Stern Foundation
Chicago Bar Foundation	First United Church of Oak Park	John D. and Catherine T. MacArthur Foundation	Peoples Energy Co.	TCF National Bank
Chicago Tribune Foundation	Lloyd A. Fry Foundation	The McCall Family Foundation	Relations Foundation	VNA Foundation
				Washington Square Health Foundation



# Chicago Area Grant Application Form

## Grant Request

Amount requested: \$ \_\_\_\_\_

This request is for:  General operating support  Capital  Other: \_\_\_\_\_

Program/project title: \_\_\_\_\_

## Organizational Information

Organization name \_\_\_\_\_

Address, city, state, zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Executive director \_\_\_\_\_ Telephone \_\_\_\_\_

Name/title of contact person \_\_\_\_\_ Telephone \_\_\_\_\_

Total organization budget for current year \$ \_\_\_\_\_ United Way funded?  Member  Grant  No

Date of incorporation \_\_\_\_\_ FEIN number (or equivalent) \_\_\_\_\_

Is your organization tax exempt under Section 501(c)(3)?  Yes  No Section 509(a)?  Yes  No

If not, do you have a fiscal agent? (please identify organization, contact person, and telephone number) \_\_\_\_\_

### Primary service category of organization (check only one)

- Arts & culture  Human services  Education  Environment  
 Health  Civic / economic development  Other (specify) \_\_\_\_\_

Summarize the organization's mission (2-3 sentences) \_\_\_\_\_

### Geographic service area(s)

- City of Chicago  Northwest Indiana  Regional/national  
 County (specify) \_\_\_\_\_  Suburbs (specify) \_\_\_\_\_  
 Chicago neighborhood(s) (specify) \_\_\_\_\_  
 Other (specify) \_\_\_\_\_

### Provide percentages and/or descriptions of the populations your organization serves.

#### Race/ethnicity (if applicable)

\_\_\_\_ African American  Asian American/Pacific Islander  
\_\_\_\_ Caucasian  Hispanic/Latino  
\_\_\_\_ Native American  Other \_\_\_\_\_

Sex  Female  Male

Other (i.e. disabled, age, gay/lesbian, etc.) \_\_\_\_\_

### Staff composition in numbers

	Professional	Support
Paid full-time	_____	_____
Paid part-time	_____	_____
Volunteers	_____	_____
Interns	_____	_____
Other	_____	_____
<b>Totals</b>	_____	_____



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**Grant Request** *(continued)*

**Summarize the purpose of your request** *(5 sentences or fewer)*

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**Time frame in which the funds will be used:** From \_\_\_\_\_ To \_\_\_\_\_

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**List other private and public funding sources for this particular request.**

*(If this is a request for general operating support, please see Attachment A6 on page 3.)*

<i>Funding sources—to date</i>	<i>Amount</i>	<i>Date received</i>
_____		
_____		
_____		
_____		
_____		

<i>Funding sources—pending</i>	<i>Amount</i>	<i>Anticipated receipt date</i>
_____		
_____		
_____		
_____		
_____		

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**Organizational Budget** *(last fiscal year)* Expenses \$ \_\_\_\_\_ Revenues \$ \_\_\_\_\_

**Program/project Budget** *(if applicable)* \$ \_\_\_\_\_

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Signature of authorized official \_\_\_\_\_ Date \_\_\_\_\_

Name/Title \_\_\_\_\_

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**Proposal Narrative** *Please provide the following information in this order. Do not use more than 5 single-spaced pages, exclusive of attachments. Please staple; do not bind your application.*

**A. Background**

1. Organization's mission, history, overall goals and/or objectives.
2. Description of current programs and activities. Please emphasize major achievements of the past two years.
3. Description of formal and informal relationships with other organizations.

**B. Purpose of funding request**

1. If applying for general operating support, briefly state how this grant will be used.
2. If your request is for a specific project or capital campaign, please provide the following information:
  - The community and/or agency needs or problems that this effort will address, including population served.
  - Describe how the project addresses these identified needs.
  - Program or Capital Campaign description to include strategies employed to implement the proposed project: (1) goals and objectives, (2) timetable for accomplishing stated goals and objectives, (3) program methodology (program only), (4) staffing, and (5) collaboration with other agencies.
  - If this is a collaboration, briefly describe the partners.
  - If this request is for a specific program, explain how it will be supported after termination of the grant.

**C. Evaluation**

1. Explain how you will measure the effectiveness of your activities.
2. Describe your criteria for success.
3. Describe the results you expect to have achieved by the end of the funding period.

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**Required Attachments** *Please provide in the following order.*

**A. Finances**

1. Audited financial statements for the last fiscal year, if available, or Form 990. If neither document is available, include unaudited financial statement.
2. Current year's operating budget to include both projected expenses and revenues. Categorize expenses under program, general and administrative, and fundraising.
3. Program budget (with narrative, if applicable).
4. If request is for a multi-year grant, include multi-year program budget.
5. Capital budget and a list of Campaign Committee members (if applicable).
6. A list of foundations, corporations, or governmental agencies which funded the organization in the last fiscal year, including amounts contributed (\$1,000 and above).
7. Itemization of use of requested funds (if requested by funder).

**B. Other Supporting Materials**

1. Verification of the organization's or fiscal agent's tax-exempt status under Section 501(c) 3 and 509(a) of the IRS code. If using a fiscal agent, please include Letter of Authorization.
2. Grantee report (if previously funded).
3. Latest annual report or a summary of the organization's prior year's activities.
4. Current board list with related employment affiliation.
5. A description of ethnic and minority representation of Board of Directors in percentages (if requested by funder).
6. Qualifications of professional program staff (if applicable).
7. If the project for which funding is sought is a collaboration with other agencies, include letters of agreement from the collaborating agencies.
8. Letters of support and/or reviews (if applicable).

