



PHILANTHROPY NORTHWEST COMMON GRANT APPLICATION FORM

Updated (September 2017) for use at The Norcliffe Foundation

APPLICATION MADE TO: The Norcliffe Foundation

DATE: _____

APPLICANT ORGANIZATION

NAME: _____

EIN: _____

ADDRESS: (included street address if different)

Year organization incorporated: _____

Is the name at left the same as it appears on the IRS Letter of Determination? Yes No

If not, explain: _____

ORGANIZATIONAL WEBSITE: _____

CHIEF EXECUTIVE'S NAME & TITLE: _____

CONTACT'S NAME & TITLE (if different): _____

TELEPHONE NUMBER: _____ EMAIL ADDRESS: _____

ORGANIZATIONAL DEMOGRAPHICS:

Number of full time staff: _____

Number of part time staff: _____

Number of volunteers: _____

GEOGRAPHIC AREA: _____

OPERATING BUDGET TOTAL FOR CURRENT FISCAL YEAR: _____

Fiscal Year: _____
From _____ To _____

SOURCES OF INCOME:

Government	Federal	_____ %	Fees/Earned Income	_____ %
	State	_____ %	Individual Contributions	_____ %
	County	_____ %	Corporate and/or Foundation Grants	_____ %
	City	_____ %	Special Events	_____ %
			Memberships	_____ %
			Other	_____ %

_____ PROPOSAL _____

AMOUNT OF THIS REQUEST: \$ _____

TIME FRAME IN WHICH FUNDS WILL BE USED: _____
From _____ To _____

Check one of the following:

GENERAL OPERATING SUPPORT

PROJECT SUPPORT

If for project support, complete the following:

PROJECT NAME: _____

TOTAL PROJECT COST: \$ _____ PERCENT THIS REQUEST OF PROJECT TOTAL: _____%

PROJECT TYPE:

- Capacity Building
- Capital & Infrastructure
- Specific Program
- Other (describe) _____

1. ORGANIZATION'S MISSION STATEMENT:

2. BRIEF DESCRIPTION OF THE REQUEST:

Please include the following information in your proposal narrative (limited to no more than 4 pages):

1. APPLICANT ORGANIZATIONAL BACKGROUND

Include organizational mission statement and purpose, organizational qualifications, history of accomplishments, governance, area and population served, role or volunteers. (If this is a collaboration, describe the lead agency and its relation to others involved.)

2. NEEDS STATEMENT

Identify the needs your agency or this proposal will address. Acknowledge similar existing projects or agencies, if any, and explain how your agency or proposal differs, and what effort will be made to work cooperatively.

3. PROPOSAL

- A. How will your proposal address identified needs?
- B. Projected goals, objectives, timeline, and anticipated impact.
- C. Expected role of volunteers.
- D. Number and types of people who will benefit from your proposal.
- E. How will you monitor your work and how will you measure success or effectiveness?
- F. What are your other potential and actual sources of support for this proposal?
Where do you expect to find future support?

4. APPROPRIATENESS TO FUNDER'S MISSION

Explain how your project or program meets our guidelines and criteria.

5. ADDITIONAL INFORMATION

Please address here anything else about your organization or project you think is relevant to this proposal.

ATTACHMENTS

Please be sure to include the following attachments with your request:

- 1) **An IRS 501(c)3 determination letter**
- 2) **A list of the board of directors**
- 3) **A list of key organizational staff, including titles and main functions**
- 4) **Financial information:**
 - a. **Operating and project budget**
Organization's current year operating budget. If you are applying for a specific program or project, please also include a detailed program or project budget.
 - b. **Income & expense summary**
A one-page summary of actual income and expenses for the past two complete years (including funding sources and amounts received from these sources).
 - c. **Fundraising plan & status**
Current funding received, denied, pending, and planned - identifying the amount & source. If you are applying for a project, please include this information for the specific project. If your application is for general operating, please include this information for your entire organization.
 - d. **Audited financial statements (if available) or an organizational balance sheet**

Proposals need to be snail mailed (please do not require a signature) to:

Mary Pigott, President
c/o Jennifer Beatty, Foundation Manager
The Norcliffe Foundation
999 Third Avenue, Suite 1006
Seattle, WA 98104

You will receive notice of receipt of your application within one to two weeks. Notification of a funding decision may take as little as three weeks or up to six months.