

# COMMON GRANT APPLICATION FORM

## INFORMATION FOR GRANTSEEKERS

The Common Grant Application Form was developed by a committee of Philanthropy Northwest (formerly the Pacific Northwest Grantmakers Forum) to facilitate the application process for grantmakers and grantseekers within its region. It is designed either to be completed by typewriter and copied, or completed and stored on your agency's computer.

The following checklist outlines the sequence of steps to complete an application:

- Study the guidelines, please refer to the current *Philanthropy Northwest Member Directory* to determine whether your project or program matches the interests of the funder(s) you wish to contact, and to find out how to obtain guidelines. (The *Directory* can be purchased through the Philanthropy Northwest office or online at [www.PhilanthropyNW.org](http://www.PhilanthropyNW.org), and is available at the downtown branch of the Seattle Public Library and all Foundation Center funding resource collections in Alaska, Idaho, Montana, Oregon and Washington.)
- Note any requirement **in addition to** what the common grant application form requires (e.g., number of proposal copies, application deadlines, etc.). For some organizations, you **must** first write a letter of inquiry requesting an application form (see lists below).
- Applications must be accompanied by a cover letter (no more than one page) in which you state your request and proposed use of funds. This letter should be signed by your executive director **and** your board president.
- Fill out the application form completely.
- Complete the narrative section on page three. Please, no more than four pages total (type no smaller than ten point, margins no smaller the one inch).
- Enclose all the supporting material requested on page four.

Funders in **BOLD** accept a direct application using the Common Grant Application Form, all others **require an initial letter of inquiry or phone call** (see the *Philanthropy Northwest Member Directory* for more details):

*Avista Corporation*  
*Behnke Foundation*  
*Bottler Charitable Trust*  
*Burning Foundation, The*  
*Community Foundation*  
*of North Central Washington*  
*Dimmer Family Foundation*  
*Family Leadership Fund*  
*Ferguson Foundation, Hugh & Jane*  
*First Interstate Foundation*  
*Greater Everett Community Foundation*  
*Harvest Foundation*  
*Hubbard Family Foundation*  
*Jackson Foundation, Henry M.*  
*Jeffris Wood Foundation*  
*Jewish Community Endowment Fund*  
*of the Jewish Federation of Greater Seattle*  
*Johnson Foundation, Samuel S.*  
*KeyBank*  
*Kirkpatrick Family Foundation*

*KLeo Foundation, The*  
*Loyal Bigelow and Jedediah Dewey Foundation*  
*Mannix Canby Foundation, The*  
*Martin Foundation, Charlotte Y.*  
***McEachern Trust, D.V. & Ida***  
***Microsoft Corporation***  
*Nelson Family Foundation, The Dan & Pat*  
*Norcliffe Foundation, The*  
*Northwest Children's Fund*  
***PACCAR Foundation***  
*Picsha Foundation, The*  
*Pretty Shield Foundation*  
*Puget Sound Energy*  
*Raynier Foundation*  
*RealNetworks Foundation*  
*Rodman Foundation*  
*Russell Company, Frank*  
*Russell Family Foundation*  
*SAFECO Corporation*  
*Schneider Foundation, Eulalie Bloedel*

*Seattle Foundation, The*  
*Seattle Times, The*  
*Simpson Fund*  
*(formerly Matlock Foundation)*  
*The Tauck Foundation*  
*Titcomb Foundation*  
***Washington Mutual Foundation***  
*Wizards of the Coast*  
*Wright Family Foundation, Howard S.*  
*WYCO Fund*

APPLICATION MADE TO: THE NORCLIFFE FOUNDATION

DATE: \_\_\_\_\_

\_\_\_\_\_ APPLICANT ORGANIZATION \_\_\_\_\_

NAME: \_\_\_\_\_ Year organization incorporated: \_\_\_\_\_

ADDRESS: (included street address if different) \_\_\_\_\_  
\_\_\_\_\_ Is the name at left the same as  
it appears on the IRS Letter of  
Determination? Yes \_\_\_\_ No \_\_\_\_  
If not, explain: \_\_\_\_\_  
\_\_\_\_\_

CHIEF EXECUTIVE'S NAME & TITLE: \_\_\_\_\_

CONTACT'S NAME & TITLE (if different): \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

\_\_\_\_\_

**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	_____ %	United Way	_____ %
	City	_____ %	Workplace Campaigns	_____ %
			(not United Way)	
			Corporate and/or Foundation Grants	_____ %
			Special Events	_____ %
			Memberships	_____ %
			Other	_____ %

PROPOSAL

AMOUNT OF THIS REQUEST: \$ \_\_\_\_\_ FUNDS NEEDED BY: \_\_\_\_\_

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 COST PER CLIENT (if applicable): \$ \_\_\_\_\_

PROJECT TYPE:

- Capital:
  - construction
  - renovation
  - equipment
- Endowment
- Specific Program
- Other (describe)

1. WHO WILL PROJECT SERVE:

2. HOW MANY WILL PROJECT SERVE:

3. WHAT GEOGRAPHIC AREA WILL PROJECT SERVE:

FUNDERS REQUEST THAT YOU LIMIT THE LENGTH OF YOUR ANSWERS FOR THE FOLLOWING QUESTIONS TO NO MORE THAN A TOTAL OF FOUR 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, 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 this particular funder's guidelines and criteria.

5. ADDITIONAL INFORMATION

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

\*If pertinent to this application, how many of the potential funder's employees are volunteers in you organization?

## ATTACHMENTS

In addition to the cover letter and the information required on the Common Grant Application Form, please attach the following:

1. Verification of tax-exempt status under Section 501(c)(3) of the IRS code.
2. List of current board members (include member affiliations and any other pertinent information).
3. List of key organizational staff, including titles and main functions.
4. IRS Form 990 (if available).
5. Most recent audited financial statement (if available).
6. A one-page summary of actual income and expenses for the past two complete years; a one-page listing of funding sources and amounts received from these sources over the past two years.
7. Organization's current year operating budget.
8. A detailed budget of the project for which funds are being sought (if applicable).
9. If the project for which you are seeking funds is a collaboration with other agencies, include letters or other documentation from the collaborating agencies.