



SIoux FALLS AREA COMMUNITY FOUNDATION

Community Funds *Grant Application*

*Awards are made every two months.
Check www.sfacf.org for deadlines.*

Follow these instructions carefully, using the headings for each category as indicated.

Section One: Organization Profile

On the first page of your proposal provide your —

A. Contact Information

1. Organization's name, EIN, address, and phone number
2. Names, titles, and signatures of your executive director and board chair
3. Contact person's name, title, phone number, and e-mail address
4. Does SFACF have permission to share the information in this proposal with its donors?

B. Mission

1. Organization's founding date
2. Mission statement

C. Budget

State the value of your organization's budget for the current year and give the percentages of your organization's total budget that come from —

- Membership dues and program and service fees
- United Way
- Fundraising activities
- Government contracts or grants (exclude educational loans)
- Other (describe revenue source)

D. Liability Coverage

Do you have —?

1. Employee dishonesty coverage? In what amount?
2. Forgery and alteration insurance? In what amount?
3. Coverage for unpaid officers who have access to the organization's funds?

Section Two: Summary of Proposal (not to exceed one page)

On the second page of your proposal please give —

A. Project Description

1. Name of project for which funds are requested
2. A description of the project for which funds are requested
3. A description of the project outcomes
4. An explanation of how a grant from SFACF will be used
5. The anticipated project period

6. The geographic area to be served
- B. Financial Information
1. Projected cost for this project
 2. Total amount requested from SFACF
 3. Other funding sources and amounts sought for this project
 4. Sources and amounts of financial commitments to date
 5. Detailed budget for this project, including expected expenses and revenue.
Specify which items would be financed by a grant from SFACF. You may attach a separate sheet if necessary.

Section Three: Project Details

Describe the following —

A. Problem/Opportunity Needs Assessment

State the problem or opportunity you plan to address. Provide any documentation or statistics that support why your organization has decided to address this need.

B. Outcomes and Data Collection

1. Describe up to four intended outcomes of this project.
 - How many people do you intend to benefit? What is your estimated cost per unit of service (by individual or group)?
 - Describe what measurable changes you anticipate in people or institutions as a result of this activity.
 - State how much time you need to gather data and when you will report outcomes.
2. Describe what information you will collect to measure your outcomes. These are things such as number of participants, how many individuals benefit, or changes in attitude.
3. Describe how you plan to collect your data. Provide an example if appropriate. Estimate the cost of the evaluation component of the proposed project and include it in your budget detail. The data collection method you choose and its estimated cost should be relative to your organization's ability to gather the information and the size of your grant request.

C. Implementation Strategy

1. To achieve your outcomes, discuss what specific activities are planned and the rationale for your approach.
2. Discuss staffing needs. Will new staff be hired? What percent of present staff time will be spent on this program? What qualifications are needed for new hires?
3. Describe any collaboration with other agencies and outline the responsibilities each organization will have during the project.

D. Sustainability and Follow-Up

1. If applicable, discuss how the program will be sustained after SFACF grant funds have been spent.
2. Explain how the outcomes of this program will be shared with others in your field or the general public.
3. Complete this statement: "My hope is that this project will..."

Section Four: Submission Details

Submit the following —

- ❑ Your original application and 14 copies
- ❑ 14 copies of your current board membership roster
- ❑ 14 copies of any brochure or other material you believe to be pertinent to this proposal
- ❑ One copy of your 501(c)(3) tax determination letter from the IRS, if not already on file at SFACF
- ❑ One copy of your most recent monthly financial statement
- ❑ One copy of your most recent financial audit (only on requests for \$3,000 or more)

Section Five: Post-Activity Evaluation

If you receive a grant for this proposal, you will submit this evaluation at a mutually agreed upon time. In two pages or fewer, provide the following information —

A. Organization Profile

1. Today's date
2. Date grant was received
3. Project name
4. Grant amount
5. Organization's name, address, and phone number
6. Contact person's name, title, phone number, and e-mail address
7. Names, titles, and signatures of your executive director and board chair.

B. Project Assessment

1. Who benefited from this project? How many individuals benefited? How did you arrive at that number? What was the cost per unit of service (by individual or group)?
2. List the intended outcomes identified in your original application. What were the actual results of each? If applicable, provide your rationale for any outcomes that were not achieved. Attach surveys, evaluations, or other data that support your conclusions.
3. If your grant award was for more than \$3000, list the activities you planned to implement on your original proposal and indicate if they were carried out. Provide a rationale for any activities that were not carried out and describe any that were added.
4. On a scale of 1-10, with 10 being superior, how would you rate the overall effectiveness of this project? Why?
5. What are your plans, if any, for continuing this project?
6. What plans do you have for sharing the results of this project with others outside your organization?
7. As indicated in the Grant Agreement form, are you able to return any unused or misdirected portion of your grant funds if requested to do so? If not, why?
8. What suggestions do you have for improving SFACF's grant application process?

C. Budget Report

Attach a line-by-line budget comparison of the proposed budget you originally submitted and the actual expenses and revenue for this project. Explain any deviations or alterations.