COMMUNITY FOUNDATION OF TETON VALLEY

2019 COMPETITIVE GRANT APPLICATION INSTRUCTIONS

1. **SUMMARY STATEMENT**:

Write a brief summary of your proposal. This section should include the following information:

Problem – Our community has a need.

Proposed Solution – We will address this community need by performing certain actions.

Funding – Our organization requests funding for a project.

Anticipated Outcome – When we are done, the community need will be minimized or solved.

TIPS:
- This section may not exceed **60 words**.
- Often written last.
- Must stand on its own.
- Should be compelling, concise and have a logical flow.

2. **COMMUNITY NEED:**

Please describe the nature, scope and urgency of the need. Please include specific data regarding how this issue impacts our community. Consider answering the following questions:

What problem or opportunity do you propose to address?

How do you know it is a problem?

What are the indicators/data? (Qualitative and Quantitative).

How severe is it?

How long has it existed?

What else is currently being done in our community to address the need?

Why should this need be addressed?

How does this align with your organization's mission?

TIPS:
- This section should be **1 page** in length.
- Be compelling, but don't exaggerate.
- Don't assume our Grants Committee has prior understanding of the problem.
- Focus on the community need, not what your organization needs. *Ex. If your nonprofit needs a new computer, don't tell us why YOU need the laptop, tell us how this new equipment would help your organization better address an issue in the community.*

3. **PROJECT DESCRIPTION:**

Describe the project in detail and explain how your organization will use grant funds. This section should include the following information:

Objectives – What are you trying to accomplish?

Methods – How will you accomplish it?

Staffing Needs/ Capacity – What do you need to accomplish it successfully?

Evaluation Criteria – How will you know your project has made an impact on the community need you are seeking to address? What methods will you use to measure change?

Are you working with other nonprofits on this project? If so, please explain.

Consider including answers to the following questions:

    Which other agencies, if any, are collaborating with you?

    If applicable, how will you coordinate your work with existing programs?

    What plans do you have to fund this work in the future?

TIPS:

➢ This section should be **1 page** in length.

➢ Do not attempt to apply for more than one project with a single application. Each project requires a separate application or the application will not be considered.

➢ Be sure your project has been thought through carefully. The project should be clear, organized, well-designed and thorough.

➢ Consider using examples of how similar projects have worked in similar communities.

➢ Be sure this project is not outside the scope of your current mission. Avoid "mission creep".

4. **BUDGET:**

Provide the Grants Committee with a detail PROJECT BUDGET (not your operating budget or financials). Your budget must include the following:

Income – List all sources of income your project will require.

    ○ <u>Differentiate between funds that you already have (Secured) vs. those you have requested (Pending).</u>

    ○ Remember that multiple sources of income indicate that your project is using leverage and has community support from more than one source.

    ○ Consider listing in-kind donations and volunteer hours to further demonstrate leverage and community support.

Expenses – List all expenses your project will require.

    ○ Include both hard costs (equipment, advertising, etc.) and soft costs (staff time, scholarships, etc.).

TIPS:

➢ Your budget must NET to ZERO. Income and expenses should offset to show you are not anticipating going in to debt for this project, nor will you have funds remaining once it is complete.

➢ Make sure your budget is mathematically accurate. Triple check!

➢ The budget must be consistent with your narrative. Be sure all expenses have been fully explained in the Project Description section.

5. **Submit online**

Grant Selection Criteria. Although not limited to this list, the grant committee will consider the following criteria when reviewing and evaluating applications.

1. Alignment with the organization's mission
2. Community Need
3. Impact, considering both breadth and depth
4. Quality of project/ program design
5. Leverage of funds
6. Collaboration
7. Organizational stability
8. Quality of grant application

These are used as a guide and are not the sole bases for awarding or declining an application.

Go to: http://www.cftetonvalley.org/nonprofits/grants/ to submit Narrative Form, Project Budget Form and to complete the application process.

Questions? Contact Tim Adams, Executive Director via telephone at (208) 354-0230, via email at tadams@cftetonvalley.org, or in person at 189 N. Main Street, suite 112, Driggs, ID 83422.

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