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## Grant Application Cover Sheet

Please fill out the following form using Adobe Reader (version 9 or newer). Acrobat Reader is available at [get.adobe.com/reader](http://get.adobe.com/reader)

**To retain your edits, always Save before exiting this form.**

Date of Application:

### Organization Information

Legal name:

*(Should be same as on IRS Form 990.)*

Year Founded:  Current Operation Budget: \$

Executive Director:

Phone:  Email:

### Address *(principal/administrative office)*

Street Address:

City/State/Zip:  Fax #:

### Person submitting grant *(if different from executive director)*

Name:  Title:

Phone:  Email:

### Project Information

Project Name:

Purpose of Grant *(one sentence):*

Date of Project:  Population Served:

Amount requested: \$  Total Project Cost: \$

## Grant Application Form

**Name and Mission of Organization**

Name:

Mission:

*We (the undersigned) further acknowledge that if awarded a grant from the CPS Foundation, Inc., we will provide certification to the CPS Foundation, Inc. that the funds have been used for purposes for which the grant was awarded. We will make this certification within the time specified in the grant agreement.*

<b>Chief Executive Officer of:</b>			
Name			
Title:			
Signature:		Date	

*(Signature is not required at time of this application. CPS will obtain signatures later in approval process.)*

<b>Member, Board of Directors of:</b>			
Name			
Title:			
Signature:		Date	

*(Signature is not required at time of this application. CPS will obtain signatures later in approval process.)*

## Executive Summary

*Provide an executive summary (two – three paragraphs) explaining why your agency is requesting this grant, what outcomes you hope to achieve and how you will spend the funds if the grant is made.*

## Project Description *Provide more specifics about the project including:*

- Needs/problems to be addressed; description of target population and how they will benefit
- Description of project goals and expected outcomes
- Timetable for implementation. Estimated project completion date
- Names, qualifications and roles of key staff who will implement the program
- Estimated numbers of volunteers to be involved. Roles? Training needs?
- Names other community partners involved the project (if any) and their roles

**Evaluation** *Describe the evaluation process for your project including the following:*

- Plan for evaluating project goals including how success will be defined and measured
- Names of individuals or organizations who will measure and report project outcomes
- Statistical manner in which results will be calculated
- Estimated dates of evaluation completion
- How evaluation results will be used

## Grant Budget Form

Budget Detail	Annual Budget	Budget for Project Grant
Salaries		
Payroll Taxes		
Fringe Benefits		
Office Space		
General Overhead		
Travel		
Consultant/Fees		
Office Supplies		
Marketing/Communications		
Capital Expenditures		
<b>Total Budgets</b>		

Previous Year Revenue	
Individual Contributions	
Corporate Contributions	
Foundation Grants	
Corporation Grants	
Membership Income	
Special Events	
In-Kind Support	
Other ( <i>specify</i> ):	
<b>Total</b>	

**Other Possible Contributors**

- *List amounts requested of other foundations, corporations and other funding sources to which this proposal has been submitted.*

Name	Amount Requested	Status
<i>Foundation</i>		
_____		
_____		
_____		
<i>Corporation</i>		
_____		
_____		
_____		
<i>Others (specify)</i>		
_____		
_____		
_____		
_____		
_____		
_____		
_____		
_____		
_____		
_____		
_____		
_____		

- *List other potential sources of project revenue*

*In-kind services and gifts? (specify)*

*Anticipated earned income? (specify)*

**Priority Budget Items** — *In the event that we are unable to meet your full request, please indicate priority items in the proposed grant budget.*



## Organization Information *Describe your organization including the following:*

- Brief summary of organization's history and why founded
- Brief statement of organization goals
- Description of current programs, activities and accomplishments
- Staff organizational outline
- Volunteer participations

## Submitting a Grant Application

**After reviewing your entries, be sure to save a copy of this completed document to your local computer.** You will need this completed document, along with the Required Documentation below to apply for a CPS Foundation grant.

### Required Documentation

When submitting your Grant Application online, you will be asked to upload electronic versions of documentation for your organization. PDF files are preferred, however .doc, .txt, .xls and .ppt are also allowed. If you do not currently have this documentation in electronic format, you might use FedEx/Kinko's or a similar service to scan your documents into an electronic format or scan using your organization's device — however, the documents need to be legible.

You will be asked to upload each of the following items as individual electronic files:

- A copy of the current IRS determination letter indicating 501(c)(3) tax-exempt status
- A list of the organization's board of directors or trustees, including board titles, corporate title or volunteer title, address, work and home telephone numbers and email address
- Organization's current annual operating budget, including expenses and revenue (based on budget sheet)
- Most recent audited financial statement (independently audited, if available; if not available attach Form 990)
- Copy of the most recent annual report, if available
- At least two-to-three letters of support for the organization, which also verify the need for the proposed project

### Finishing the Grant Application Process

**All documentation should be submitted through our online Grant Request Application form at [www.cps-foundation.org/grant](http://www.cps-foundation.org/grant).**

## Questions?

For more information on CPS Foundation or the Grant Application process, please visit our website at [cps-foundation.org](http://cps-foundation.org) or contact us at [info@cps-foundation.org](mailto:info@cps-foundation.org).