

**What Enquiring Funders Want to Know,
or the Initial Items of Information needed for a Grant Application**
Note from the Northern Plains Conference UCC Grant Request
Writer:

Following are the items of information a Grantor normally expects to be supplied in an application for a grant. Depending upon the Grantor, additional information which is starred (*) may be required, and there may be additional requirements. It will be good to maintain a current file of this information, as that will keep to a minimum the need to update it when actually applying for a grant. I will be glad to work with you in developing the information needed for a specific grant request. If you have these items of information in hand, as much as possible, when you first contact me, it will expedite matters immensely.

Identification

1. Name of the organization making the grant request
2. Legal name of the organization, if different (as found on your congregation's Nonprofit Annual Report Form SFN 50879 to the North Dakota Secretary of State)
3. Street Address (of the Building involved. You may need to use the 911 address in rural areas)
City, State, ZIP + 4
4. Mailing Address if different from the street address (e.g. , a P.O. Box, or a c/o address)
City, State ZIP + 4 if different from the street address
5. Telephone: (include Area Code)
6. Alternate Telephone: (include Area Code)
7. Fax: (include Area Code)
8. Web Site address (if you have one)
9. E-mail address (if you have one)
10. Employer Identification Number (EIN)
- *11. Certification that your organization is an IRS 501(c)(3) not-for profit organization.
12. Name, Title, and complete contact information of the Chair of the Board or Committee legally able to execute contracts for the business affairs of the congregation.
- *13. Name, Title, and complete contact information of the "Top paid staff" of the congregation.
14. Name, Title, and complete contact information of the contact person regarding this application in the congregation.

Project Information

1. Brief description of the project (2-3 sentences)
2. Who (beyond the congregation) will be served.
3. What is the geographic area served.

4. What is the expected impact on the general population of the geographic area.
5. Reason funds are being requested: Capital (building), General operating support, Start-up costs, Technical assistance, Project or program support, Other.

Financial Information

A. Organization

1. Most recent financial statement from the most recently completed fiscal year, audited, showing actual expenses. This information should include a balance sheet, a statement of income and expenses, and functional expenses. A copy of your most recently completed Form 990, if applicable.
2. Organization budget for current year, including income and expenses.
3. What resources do you contemplate using after the grant period has expired.

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B. Project

1. Project budget, including income and expenses.
2. Sources of matching funds. List these additional funders (corporations and/or foundations) from which you are requesting funds for this project, with dollar amounts, indicating which sources are committed or pending.
3. “Soft” matches by your organization (volunteer labor, space rental foregone, etc.)

Evaluation

1. Describe your model of success. What do you want to happen as a result of this project? (e.g., for making a building accessible, not only the structural changes, but the anticipated impact for the congregation and the community.)
2. How will you measure these changes?
3. Whom will you involve in evaluating this work (congregation, staff, board, community, consultants)?
4. What will you do with your evaluation results?

Note on additional information that will be needed

While the above covers the basic information needed to make a grant application, there will be additional information required according to the nature of the request and the needs of the grantor. Such information may include, but is not necessarily limited to the following:

Situation and activities

1. The opportunities, challenges, issues or need currently facing your congregation.
2. How that focus was determined and who was involved in making that decision.
3. What are your overall goals in responding to the opportunities, challenges, issues or need currently facing your congregation?
4. What are the ways (objectives) in which you will meet these goals?
5. For what specific activities are you seeking funding?
6. Who will carry out these activities?
7. In what period of time will this take place?
8. What are your long-term strategies for sustaining this effort?
9. What financial resources will you have to continue or maintain the results of this project? (e.g., what resources will enable you to maintain the changes in the building that were made, or to continue the program started?)

Organization information

1. Brief summary of organization’s history, including date it was founded.

2. Brief summary of organization's mission and goals.
3. Brief description of organization's current programs or activities. Include any applicable service statistics, strengths and accomplishments. Are there any new or different activities for the organization?
4. What is the organization's relationship, if any, with other organizations providing services similar to those which this project would help? What is the organization's role in relationship to these organizations?
5. Number of board members, full time paid staff, part-time paid staff, and volunteers.
6. Complete contact information for board members and applicable full-time paid staff (e.g., church business administrator, pastor).
7. Additional information as required by the individual grantor.