

# WAYNE COMMUNITY FOUNDATION

## Grant Application Format

### - ATTACHMENT A -

Please provide the following information in this order. Use these headings, subheadings, and numbers provided in your own word processing format, thus leaving flexibility for length of response.

## NARRATIVE

### 1. Summary

- ◆ Brief explanation of why your agency is requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if a grant is made.

### 2. Purpose of Grant

- ◆ Statement of needs/problems to be addressed; description of target population and how they will benefit.
- ◆ Description of project goals, measurable objectives, action plans, and statements as to whether this is a new or ongoing part of the sponsoring organization.
- ◆ Timetable for implementation.
- ◆ List of other partners in the project and their roles.
- ◆ Long-term strategies for funding this project at end of grant period.

### 3. Evaluation

- ◆ Plans for evaluation, including how success will be defined and measured.

### 4. Organization Information

- ◆ Brief summary of organization's history.
- ◆ Brief statement of organization's mission and goals.
- ◆ Description of current programs, activities and accomplishments.

### 5. Budget Narrative

- ◆ Grant budget; use the grant budget form.
- ◆ List of priority items in the proposed grant budget.
- ◆ List of amounts requested from other sources.
- ◆ List of any matching funds secured.