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 (Attachment B).
♦ List of priority items in the proposed grant budget.
♦ List of amounts requested from other sources.
♦ List of any matching funds secured.