

# Common Grant Application & Common Report Form

*Version 3.1 (January 2010)*

These forms were developed by Philanthropy Network Greater Philadelphia (formerly Delaware Valley Grantmakers) with foundation and nonprofit professionals to streamline the grantwriting process. Please note that Philanthropy Network **DOES NOT MAKE GRANTS**; applications must be submitted directly to the individual grantmakers from whom you are seeking funding.

Philanthropy Network’s Common Grant Application is designed to be used in one of two ways; applicants may choose to fill in the form exactly as presented or may opt to use it as a basic template to organize thoughts and consider strategies. Included is a list of those grantmakers who accept this form as a complete application.

**Before completing the common grant application, be sure to:**

- Read all instructions thoroughly before beginning.
- Research and communicate with funders – obtain a copy of funding guidelines, deadlines and/or annual report. Be aware of each funder’s preferred method of initial contact, and additional information required.
- Be strategic – make sure your goals, objectives and amount requested match the criteria of the funder you are approaching. Tailor your application to meet each funder’s specifications.

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**Common Grant Application  
COVER SHEET**

*Remember to check each funding organization's website for guidelines, funding priorities and deadlines.*

**NAME OF ORGANIZATION** \_\_\_\_\_

**Legal Name** (as designated on 501c3) \_\_\_\_\_  
(if different than above)

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Website:** \_\_\_\_\_

**Executive Director:** \_\_\_\_\_

**Current Board President:** \_\_\_\_\_

**Primary Contact:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
(if different than above)

**Phone:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_  
(if different than above)

**IRS 501(c)(3) Nonprofit?**

- Yes** (Please attach IRS designation letter)
- No** (Please attach written agreement from the fiscal agent)

**Federal ID #** \_\_\_\_\_

**Type of Grant Requested:**

- Capital
- General Operating Support
- Program/Project
- Capacity Building
- Other: \_\_\_\_\_

**Name of Program/Project/Campaign:** \_\_\_\_\_

**Amount Requested:** \_\_\_\_\_ **Application Deadline:** \_\_\_\_\_  
(if applicable)

**Total Program/Project Budget:** \_\_\_\_\_ **Duration of grant requested:** \_\_\_\_\_

**Total Organizational Budget for 1 year:** \_\_\_\_\_ **Fiscal Year End:** \_\_\_\_\_

**State your organization's mission:**

**Summarize the proposal** and how it fits with the funder's mission and grantmaking priorities:

**Have you previously applied to this organization?**

- Yes  
 No

**Is this request being submitted exclusively to this funder?**

- Yes  
 No

**List of three largest funders in the last fiscal year and grant amount.**

1. Funder \_\_\_\_\_ Grant Amount \_\_\_\_\_
2. Funder \_\_\_\_\_ Grant Amount \_\_\_\_\_
3. Funder \_\_\_\_\_ Grant Amount \_\_\_\_\_

**List the proposal's target population, constituents, and geographic communities:**

### AGREEMENT

*I certify, to the best of my knowledge, that all information included in this proposal is correct. The tax-exempt status of this organization is still in effect. If a grant is awarded to this organization, the proceeds of that grant will not be distributed or used to benefit any organization or individual supporting or engaged in unlawful activities.*

\_\_\_\_\_  
Signature of Executive Director

\_\_\_\_\_  
Date

## Common Grant Application PROPOSAL NARRATIVE

The following outline is a guide. Use the format as appropriate for your organization's request. Be succinct and clear. Proposal Narrative should be three pages maximum, and should provide the funder with the information listed below in this order:

### Organizational Background and Information:

- Give a brief summary of your organization's history
- Describe your current programs, activities, service statistics – highlighting the past year – and cite how your programs fulfill the mission. Identify three of your organization's greatest successes; what are your greatest challenges?
- If applying for general operating support, list your organization's overall goals & objectives

### Purpose of Grant:

- **For General Operating Support Requests:**
  - Describe how the request will enhance organizational capacity, sustainability and/or the achievement of measurable results for the organization
  - Describe how your organization assesses/evaluates its programs and cite examples of how you have applied the learnings from your evaluation.
- **For Specific Project or Program Requests:**
  - Identify the issue or need to be addressed, providing evidence of size and/or severity. If applicable, provide demographic and geographic information regarding the community or population benefiting from or served by the request.
  - Explain your goals and objectives for this grant
    - How do you plan to accomplish your goals?
    - How will you measure the impact of the project?
    - Who will be responsible and what is their experience carrying out this project?
    - What is the anticipated timeline for implementing the request?
    - What are the challenges you anticipate during this program/project?
    - What will you do if you receive less or more funding than the desired amount? How will that change the project?
    - How will the results be publicized and communicated?
- **For Capital Campaign Requests Only:**
  - Requests are designated for construction, renovation or improvement of a property
  - Provide a case statement for the capital project, including a feasibility study and/or assumptions for the project.

- If the request is for planning, describe why this project is important now – how does it fit in to the overall planning process, what will you learn and how will it inform the next stage of the capital project?
- If you plan on hiring a consultant, how did you select the consultant? What are his/her qualifications to perform the work?
- If you have not yet selected the consultant how did you arrive at the project cost?
- Do you own or lease the property? If you lease, how long is your lease?
- What is the total cost of the project (include hard and soft costs) – how were these costs developed?
- How do you intend to pay for this project?
- Have you completed a facility project before? How long ago? How was it funded
- Describe plans for funding and ongoing maintenance of new capital project
- Identify board’s participation in the campaign, prospects and naming opportunities

**PROGRAM/PROJECT BUDGET**  
**-Current Request-**

NOTE: This format is optional and can serve as a guide to budgeting. If you already prepare project budgets that contain this information, you may submit them in their original forms. Attach a narrative explaining the budget, if necessary.

**PROGRAM/PROJECT INCOME**

Fiscal Year: \_\_\_\_\_

<u>CONTRIBUTIONS</u>	COMMITTED	PENDING	DECISION DATE
Government grants	\$		
Foundations	\$		
Corporations	\$		
United Way	\$		
Individual contributions	\$		
	\$		
	\$		
	\$		
Other	\$		
Subtotal Contributions	\$		
<u>EARNED INCOME</u>			
Government contracts	\$		
Fee for Service	\$		
	\$		
Fundraising events and products	\$		
Membership income	\$		
In-Kind Support	\$		
Investment income	\$		
Other (specify)	\$		
Subtotal Earned Income	\$		
<b>TOTAL</b>	\$		
<b>(Contributed plus Earned)</b>			

**\*Note: Pending sources of support include those requests currently under consideration. Please indicate anticipated decision date if known.**

IDENTIFY COMMITTED AND PENDING SOURCES FOR THIS PROJECT			
SOURCE	AMOUNT COMMITTED	AMOUNT PENDING	DECISION DATE
1.			
2.			
3.			
4.			
5.			

**PROGRAM/PROJECT EXPENSES**

<b>Item</b>	<b>Amount</b>	<b>% FT/PT</b>
<b>(allocate all indirect expenses in your project budget)</b>		
Salaries and wages (break down by individual position and indicate full or part-time)	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
<b>SUBTOTAL</b>		
Insurance, benefits and other related taxes	\$	
Consultants and professional fees	\$	
Travel	\$	
Equipment	\$	
Supplies	\$	
Printing and copying	\$	
Telephone and fax	\$	
Postage and delivery	\$	
Rent and utilities	\$	
In-kind expenses	\$	
Depreciation	\$	
Other (specify)	\$	
	\$	
	\$	
<b>TOTAL EXPENSES</b>	\$	
<b>Surplus/Deficit (Income less Expense)</b>	\$	

# ORGANIZATIONAL BUDGET

*This format is optional and can serve as a guide to budgeting. If you already prepare an organization budget that contains this information, you may submit it in its original forms. Attach a narrative explaining the budget, if necessary.*

## REVENUES

**FISCAL YEAR:** \_\_\_\_\_ **Number FTEs** \_\_\_\_\_

*(Number Full Time Equivalents (1 FT=1; 2PT = 1 etc.)*

<u>Source</u>	<u>Amount</u>
<b>Contributed Support</b>	
Government grants _____	\$ _____
Foundations _____	\$ _____
Corporations _____	\$ _____
United Way or other federated campaigns _____	\$ _____
Individual contributions _____	\$ _____
	\$ _____
Total Contributed Support _____	\$ _____
<b>Earned</b>	
Government contracts _____	\$ _____
Earned income _____	\$ _____
Fundraising events and products _____	\$ _____
Membership income _____	\$ _____
In-kind support _____	\$ _____
Investment Income _____	\$ _____
Other (specify) _____	\$ _____
Total Earned _____	\$ _____
<b>TOTAL REVENUES</b> _____	<b>\$</b> _____

## ORGANIZATIONAL EXPENSES

**FISCAL YEAR:** \_\_\_\_\_

<u>Item</u>	<u>Amount</u>
Salaries, wages and benefits _____	\$ _____
Insurance and/or other taxes _____	\$ _____
Consultants and professional fees _____	\$ _____
Travel _____	\$ _____
Equipment _____	\$ _____
Supplies _____	\$ _____
Printing and copying _____	\$ _____
Telephone and fax _____	\$ _____
Postage and delivery _____	\$ _____
Rent and utilities _____	\$ _____
In-kind expenses _____	\$ _____
Depreciation _____	\$ _____
Other (specify) _____	\$ _____
<b>TOTAL EXPENSES</b> _____	<b>\$</b> _____
<b><i>Difference (Income less Expense)</i></b> _____	<b>\$</b> _____



## CAPITAL CAMPAIGN REQUEST BUDGET

A Capital Campaign Budget should include the following information:

### SOFT COSTS

#### **Planning**

*Includes real estate and design consultants, feasibility studies, staff time dedicated to project management*

#### **Capital Campaign Expenses**

*Consulting fees, feasibility study, donor recognition, special events, collateral material, campaign software, etc.*

#### **Project Financing Costs**

*Appraisals, interest, environmental audits, application fees, points, legal fees, bond fees, mortgage recording taxes, title insurance*

#### **Project Acquisition and construction**

*Includes taxes, assessments, fees and permits, legal fees, appraisal*

#### **Design**

*Project management, architects and engineers fees, permits, filing fees*

#### **Construction**

*Project management*

#### **Other**

*"swing" or interim space; moving costs, foregone revenue during "down" time, FF&E*

### HARD COSTS

#### **Site Acquisition**

#### **Construction or renovation**

*This list is typical of the categories specified by the architect when developing the construction cost estimate;*

*The term "hard costs" often is referred to as "bricks and mortar"; and excludes technical assistance, consulting fees, etc, those are all classified as "soft costs"*

**The following attachments are required:**

- ✓ Grant Proposal Narrative
- ✓ Organizational Budget for the most recently completed fiscal year
- ✓ Current Profit & Loss Statement
- ✓ Itemized budget for how this grant will be used. Identify the amounts & sources of revenue; note which sources are committed or pending.
- ✓ Organization's most recent AUDITED statement, if budget is greater than \$100,000.
  - Include Form 990 if budget is between \$25,000 and \$100,000.
  - Include unaudited form if neither document is available.
- ✓ Latest Annual Report or Summary of Organization's Activities in the past year.
- ✓ Current List of Board Members and their affiliations.
- ✓ One-paragraph descriptions of key staff and their relevant qualifications.
- ✓ Letters of Agreement from any collaborating agencies, if applicable.
- ✓ IRS Determination Letter or written agreement from Fiscal Agent.

**Optional:**

- ✓ Letters of support, recent newspaper/magazine articles. Please use discretion in limiting additional attachments.

## Common Grant Application FINAL CHECKLIST

### Be sure your application includes:

- A brief introductory cover letter on organization's letterhead
- A completed Common Grant Application Cover Sheet with contact information
- A copy of the IRS letter confirming your organization's 501(c)(3) status
- A completed Grant Proposal Narrative not exceeding three (3) typed pages (excluding attachments)
- An itemized annual budget for your organization's current fiscal year, with actual figures for the previous fiscal year
- An itemized budget, listing income and expenses, for this specific grant
- Your organization's most recent AUDITED financial statement or IRS Form 990
- Your organization's latest annual report or summary of the prior year's activities?
- Current Board list and affiliations
- One-paragraph descriptions of key staff and their relevant qualifications
- Grantee report (if previously funded)
- Letters of agreement from any collaborating agencies (if applicable), and letters of support and/or recent reviews or articles (if available)

**If you have questions regarding specific information to be included with your application, please contact the individual funder(s) to whom you are applying.**

## Philanthropy Network Members who Accept the Common Grant Application

**IMPORTANT:** Please check with EACH GRANTMAKER  
for funding guidelines, proposal deadlines, and any other required material.

*List Updated JUNE 2017*

Grantmaker	Phone	Email	Accept CRF?	Website
1675 Foundation	610/896-3868	<a href="mailto:drowe@1675foundation.org">drowe@1675foundation.org</a>	No	<a href="http://www.1675foundation.org">www.1675foundation.org</a>
ARAMARK	215/238-3271	<a href="mailto:dribin-bev@aramark.com">dribin-bev@aramark.com</a>	Yes	<a href="http://www.aramark.com">www.aramark.com</a>
Brandywine Health Fdn.	610/380-9080	<a href="mailto:info@brandywinefoundation.org">info@brandywinefoundation.org</a>	Yes	<a href="http://www.brandywinefoundation.org">www.brandywinefoundation.org</a>
Chester County Community Foundation	610/696-8211	<a href="mailto:Grants@chescofcf.org">Grants@chescofcf.org</a>	Yes	<a href="http://www.chescofcf.org">www.chescofcf.org</a>
Connelly Foundation	610/834-3222	<a href="mailto:EAWilcox@connellyfdn.org">EAWilcox@connellyfdn.org</a>	No	<a href="http://www.connellyfdn.org">www.connellyfdn.org</a>
Delaware County Community Foundation	610/994-9856	<a href="mailto:Info@DelcoCF.org">Info@DelcoCF.org</a>	No	<a href="http://www.delcofcf.org">www.delcofcf.org</a>
Dolfinger-McMahon Fdn.	215/979-1768	<a href="mailto:renz@duanemorris.com">renz@duanemorris.com</a>	Yes	n/a
Samuel S. Fels Fund	215/731-9455	<a href="mailto:sarah@samfels.org">sarah@samfels.org</a>	Yes	<a href="http://www.samfels.org">www.samfels.org</a>
Foundations Community Partnership	267/247-5584	<a href="mailto:rbernstein@fcpartnership.org">rbernstein@fcpartnership.org</a>	No	<a href="http://www.fcpartnership.org/">www.fcpartnership.org/</a>
Green Tree Community Health Foundation	215/438-8102	<a href="mailto:bethany@greentreecommunityhealth.org">bethany@greentreecommunityhealth.org</a>	Yes	<a href="http://www.greentreecommunityhealth.org">www.greentreecommunityhealth.org</a>
The Grundy Foundation	215/788-5460	<a href="mailto:ejw@grundyfoundation.com">ejw@grundyfoundation.com</a>	Yes	<a href="http://www.grundyfoundation.com/">www.grundyfoundation.com/</a>
IBM Corporation	610/578-2258	<a href="mailto:dmelley@us.ibm.com">dmelley@us.ibm.com</a>	No	<a href="http://www.ibm.com/ibm/ibmgives/">www.ibm.com/ibm/ibmgives/</a>
Lancaster Osteopathic Health Foundation	717/397-8722	<a href="mailto:info@lohfoundation.org">info@lohfoundation.org</a>	No	<a href="http://www.lancasterosteopathichealthfoundation.org/">www.lancasterosteopathichealthfoundation.org/</a>
The Lenfest Foundation	610/828-4510	<a href="mailto:lenfestfoundation@lenfestfoundation.org">lenfestfoundation@lenfestfoundation.org</a>	Yes	<a href="http://www.lenfestfoundation.org">www.lenfestfoundation.org</a>
McLean Contributionship	610/527-6330 x1	<a href="mailto:SandraLMcL@aol.com">SandraLMcL@aol.com</a>	Yes	<a href="http://www.fdncenter.org/grantmaker/mclean">www.fdncenter.org/grantmaker/mclean</a>
The New Century Trust	215/735-7593	<a href="mailto:newcenturytrust@verizon.net">newcenturytrust@verizon.net</a>	Yes	n/a
Rosenlund Family Fdn.	Unlisted	<a href="mailto:Dalemitch1@verizon.net">Dalemitch1@verizon.net</a>	Yes	<a href="http://www.rosenlundfamilyfoundation.org">www.rosenlundfamilyfoundation.org</a>
St. Christopher's Foundation for Children	267/568-1126	<a href="mailto:jss@scfchildren.org">jss@scfchildren.org</a>	Yes	<a href="http://www.scfchildren.org">www.scfchildren.org</a>
Thomas Scattergood Behavioral Health Fdn.	215/831-3000	<a href="mailto:info@scattergoodfoundation.org">info@scattergoodfoundation.org</a>	Yes	<a href="http://www.scattergoodfoundation.org">www.scattergoodfoundation.org</a>
Subaru of America Foundation, Inc.	856/488-5099	<a href="mailto:foundation@subaru.com">foundation@subaru.com</a>	Yes	<a href="http://www.subaru.com">www.subaru.com</a>
Union Benevolent Association	215/763-7670	<a href="mailto:info@uba1831.org">info@uba1831.org</a>	Yes	<a href="http://www.uba1831.org">www.uba1831.org</a>