



## GRANT REQUEST APPLICATION

1. The complete grant request application is limited to five pages maximum, comprised of:
  - Two-page narrative, minimum 11 pt font
  - Two pages of photos, if applicable. Insert photos in to the Word document to minimize document size and large picture file format enclosures (.jpg, .gif, etc.)
  - One-page budget
  
2. Deadlines:
  - **August 1, 2019, 4:30p.m.**
    - E-mail one electronic copy of the application in the preferred, although not required, .pdf file format. Please minimize resolution of images to so that file size is reasonable.
    - Include your organization's name in the subject line (e.g. *Organization Name - 2018 FFC Grant Application*) to [grants@madisongives.org](mailto:grants@madisongives.org).
  - **August 1, 2019:** mail one hard copy, postmarked by 08/01/19, to  
Tom Linfield, VP Community Impact  
Madison Community Foundation  
111 N. Fairchild Street, Suite 260  
Madison, WI 53703
  - **October 30, 2019:** Awards and decisions announced by this date.

## NARRATIVE (*sample follows*)

1. Organization name and address in the document Header
2. Contact information for the most knowledgeable person about the grant request
3. Project/program Name
4. Project/program Duration
5. Total Project Budget Expense Overview with three key data points:
  - Total Project Expenses
  - Total Project Funding Secured from other sources
  - Total Project Funding Pending from other sources
6. Total amount requesting from FFC
7. Project/program. Purpose statement (*maximum two paragraphs*). Describe the purpose, the issues it will address, and the impact on Dane County youth. Briefly describe the activities you will undertake.
8. Population Served. Specify the number of children reached by the program and/or population served. Describe the population size and characteristics of those involved, as well as the amount of contact between audiences and program or staff offerings.
9. Project/Program Outcomes. List a maximum of three intended objectives/outcomes. Objectives must be measurable and address the expected changes in people, program or participants as a result of the project in terms of increase, decrease, improvement, etc.
10. Specific information on how funding support would be publicized and acknowledged.

## PROJECT/PROGRAM BUDGET (*one page in a spreadsheet or table format*)

1. Detail expenses, with one column identifying use of FFC funds.
2. Detail other funding sources, identifying whether sources are anticipated or secured.

Organization Name  
Organization Address

3. If applicable, provide an overview of Future Funding Plans to sustain the project.

Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

e-mail: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Duration: \_\_\_\_\_ to \_\_\_\_\_  
*mm/dd/yy* *mm/dd/yy*

1. Project Budget Expense Overview:

- Total Project Expense \$ \_\_\_\_\_
- Total Project Funding raised/secured \$ \_\_\_\_\_
- Total Project Funding pending \$ \_\_\_\_\_

2. Total Funding Amount requesting from FFC: \$ \_\_\_\_\_

3. Project Purpose Statement:

- Paragraph 1
  
- Paragraph 2

4. Population Served:

5. Measurable Project/Program Outcomes (maximum of three):

- 
- 
- 

6. Specify how program funding by FFC would be publicized and acknowledged in printed materials, marketing, and public performances when applicable.

7. A one-page detailed Project/Program Budget, including specific methods to sustain Future Funding Plans for the program if applicable:

---

Contact Signature

Date