



## GRANT REQUEST APPLICATION

1. The complete grant request application is limited to five pages maximum, comprised of:
  - Cover Page (see below)
  - Two-page project narrative (maximum) using at least 11-point font
  - One-page budget
  - One-page of photos (optional). Please minimize document size and large picture file format enclosures (.jpg, .gif, etc.)
  
2. Deadlines:
  - **August 15, 2022, 4:30 p.m. – Electronic Application DUE**
    - E-mail the completed application (PDF preferred) along with any required attachments to [grants@madisongives.org](mailto:grants@madisongives.org). Please include the name of your organization in the subject line (i.e. Organization Name – 2022 FFC Grant Application)
  - **August 15, 2022 – Postmarked**
    - A physical copy of the application should also be mailed to Madison Community Foundation and must be postmarked by August 15, 2022
  - **November 15, 2022:** Awards and decisions will be 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 one paragraph*). 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.
3. If applicable, provide an overview of future funding plans to sustain the project.

Organization Name  
Organization Address

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

4. Population Served:

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

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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:

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Contact Signature

Date