

## Common Grant Application Form

Dear Nonprofit Colleague:

The *Common Grant Application Form* was developed by a committee of the Council of Michigan Foundations to facilitate the application process for grantmakers and grantseekers.

Please keep in mind that every grantmaker has different guidelines and priorities, as well as different deadlines and timetables. Any funder that has agreed to accept this form may request additional information at any stage in the proposal process.

### Instructions

1. Do your research to determine the foundations and corporations that make grants to your type of organization, in the geographic area in which you function and for your field of interest.
2. After you do your research, contact the grantmaker to secure their specific grantmaking guidelines.
3. A cover letter should be included with each proposal which introduces your organization and your proposal and makes a strategic link between your proposal and the funder's mission and grantmaking interests.
4. Please type and double-space all proposals.
5. Please answer all the questions in the order listed.
6. Please use the headings, subheadings and numbers provided.
7. Please submit the number of copies each grantmaker requests.
8. Please do not include any materials other than those specifically requested at this time.
9. Please do not send videotapes.

#### Resources:

- Call or write to each grantmaker to obtain a copy of their funding guidelines.
- Use the *Michigan Foundation Directory*.
- Visit a Foundation Center Collection Library.

**The Council of Michigan Foundations Does Not Make Grants.**



The following funders have agreed to accept the Council of Michigan Foundations' *Common Grant Application Form*. Those with an asterisk (\*) **require** that this form be used. Before sending an application to any of the funders listed below, be sure to check their specific requirements. Some of them may require preliminary, additional, or supplementary information.

Americana Foundation  
Ann Arbor Area Community Foundation  
Bank One  
Bank One Charitable Trust  
Guido A. & Elizabeth H. Binda Foundation  
Branch County Community Foundation  
Capital Region Community Foundation  
The Carls Foundation  
Charlevoix County Community Foundation  
Comerica Charitable Foundation  
\*Community Foundation for Delta County  
Community Foundation for Muskegon County  
Community Foundation for Northeast Michigan  
Consumers Energy Company  
Consumers Energy Foundation  
\*Robert & Jeanine Dagenais Foundation  
DTE Energy Foundation  
Detroit Youth Foundation  
The J. F. Ervin Foundation  
Greater Frankenmuth Area Community Foundation  
Fremont Area Community Foundation  
Frey Foundation  
\*\*Grand Rapids Community Foundation

\*Greenville Area Community Foundation  
Robert L. & Judith S. Hooker Foundation  
Hudson-Webber Foundation  
The Jackson County Community Foundation  
Lacks Enterprises, Inc.  
Marquette Community Foundation  
The W. B. McCardell Family Foundation  
\*Metro Health Foundation  
\*Michigan AIDS Fund  
Michigan Gateway Community Foundation  
\*\*The Michigan Women's Foundation  
Morley Foundation  
Ruth Mott Foundation  
The Nokomis Foundation  
Petoskey-Harbor Springs Area Community Foundation  
Willard G. & Jessie M. Pierce Foundation  
The Pistons-Palace Foundation  
\*Rotary Charities of Traverse City  
May Mitchell Royal Foundation  
Shiawassee Community Foundation  
Southfield Community Foundation  
Sturgis Area Community Foundation  
A. M. Todd Company Foundation  
The Wege Foundation

\*\* This form is accepted by invitation, only after concept paper is approved.

### Glossary of Terms

**Outcome:** The intended impact or results a program or project is trying to produce.

**Project:** A planned undertaking or organized set of services designed to achieve specific outcomes that begins and ends within the grant period. (Note: A successful project may become an ongoing program of the organization.)

**Program:** An organized set of services designed to achieve specific outcomes for a specified population that will continue beyond the grant period.

**Capital Request:** A planned undertaking to purchase, build or renovate a space or building or to acquire equipment.

**General Operating Support:** Grant funds to support the ongoing services, mission or goals of an organization.

**Collaboration:** Organizations submit joint proposals for funding to address common issues of organizational capacity and program outreach where they have similar outcomes to accomplish.

**Cooperation:** Organizations explain the networking and information sharing that is occurring with other similar organizations in their community and include any shared values that the organization has with similar organizations in their community.



# Grant Budget Format

---

Listed below are standard budget items. Please provide the project budget in this format and in this order.

- A. Organizational fiscal year: \_\_\_\_\_
- B. Time period this budget covers: \_\_\_\_\_
- C. For a CAPITAL request, substitute your format for listing expenses. These will likely include: architectural fees, land/building purchase, construction costs, and campaign expenses.
- D. **Expenses:** include a *description and the total amount* for each of the following budget categories, in this order:

	<i>Amount requested from this organization</i>	<i>Total project expenses</i>
1. Salaries	\$ _____	\$ _____
2. Payroll Taxes	\$ _____	\$ _____
3. Fringe Benefits	\$ _____	\$ _____
4. Consultants and Professional Fees	\$ _____	\$ _____
5. Insurance	\$ _____	\$ _____
6. Travel	\$ _____	\$ _____
7. Equipment	\$ _____	\$ _____
8. Supplies	\$ _____	\$ _____
9. Printing and Copying	\$ _____	\$ _____
10. Telephone and Fax	\$ _____	\$ _____
11. Postage and Delivery	\$ _____	\$ _____
12. Rent	\$ _____	\$ _____
13. Utilities	\$ _____	\$ _____
14. Maintenance	\$ _____	\$ _____
15. Evaluation	\$ _____	\$ _____
16. Marketing	\$ _____	\$ _____
17. Other ( <i>specify</i> )	\$ _____	\$ _____
<b>Total amount requested</b>	<b>\$ _____</b>	<b>Total project expenses \$ _____</b>

- D. **Revenue:** include a *description and the total amount* for each of the following budget categories, in this order; please indicate which sources of revenue are committed and which are pending.

	<u>Committed</u>	<u>Pending</u>
1. Grants/Contracts/Contributions		
Local Government	\$ _____	\$ _____
State Government	\$ _____	\$ _____
Federal Government	\$ _____	\$ _____
Foundations ( <i>itemize</i> )	\$ _____	\$ _____
Corporations ( <i>itemize</i> )	\$ _____	\$ _____
Individuals	\$ _____	\$ _____
Other ( <i>specify</i> )	\$ _____	\$ _____
2. Earned Income		
Events	\$ _____	\$ _____
Publications and Products	\$ _____	\$ _____
3. Membership Income	\$ _____	\$ _____
4. In-kind Support	\$ _____	\$ _____
5. Other ( <i>specify</i> )	\$ _____	\$ _____
<b>Total revenue</b>	<b>\$ _____</b>	<b>\$ _____</b>

