

# The Ramsey McCluskey Family Foundation SINGLE-YEAR Grant Application

## I. COVER SHEET (Please use this format to create a one-page cover sheet.)

Date of application: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Tax exempt status: \_\_\_\_\_

Year organization was founded: \_\_\_\_\_

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

Telephone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

Director: \_\_\_\_\_

Contact person and title (if not director): \_\_\_\_\_

Email address for contact person: \_\_\_\_\_

Grant request: \_\_\_\_\_ Period grant will cover: \_\_\_\_\_

Type of request : (project, event, other) \_\_\_\_\_

Project title (if project funding is requested): \_\_\_\_\_

Total project budget : \_\_\_\_\_

Total organizational budget (current year): \_\_\_\_\_

Starting date of fiscal year: \_\_\_\_\_

Summarize the organization's mission (two to three sentences):  
\_\_\_\_\_

Summary of project or grant request (two to three sentences):  
\_\_\_\_\_  
\_\_\_\_\_

## II. NARRATIVE (maximum of five pages.)

### A. Introduction and Background of Organization

1. Briefly describe your organization's history and major accomplishments.

### B. Describe Your Request (Incorporating the following points:)

1. Problem statement: what problems, needs or issues does it address? How does your work address and change the underlying or root causes of the problem?

2. Describe the program for which you seek funding, why you decided to pursue this project and whether it is a new or ongoing part of your organization.

3. Who is your constituency (be specific about demographics such as race, class, gender, ethnicity, age and people with disabilities)? How are they actively involved in your work and how do they benefit from this program and/or your organization?

4. What are the goals, objectives and activities/strategies involved in this request? Describe your specific activities/strategies using a timeline over the course of this request.

5A. EDUCATION PROGRAMS: If the application is for an education program, please describe how the project will help contribute to the success of students in their educational efforts.

5B. ARTS PROGRAMS: If the application is for an arts program, please describe how the project helps to make the arts more accessible.

### **III. ADDITIONAL INFORMATION**

#### **A. Evaluation**

1. Briefly describe your plan for evaluating the success of the project or for your organization's work. What questions will be addressed? Who will be involved in evaluating this work—staff, board, constituents, community, consultants? How will the evaluation results be used?

#### **B. Organizational Structure/Administration**

1. Briefly describe how your organization works: What are the responsibilities of board, staff and volunteers? And if membership organization, define criteria for membership. Are there dues?
2. Who will be involved in carrying out the plans outlined in this request? Include a brief paragraph summarizing the qualifications of key individuals involved.
3. Provide a list of your board of directors including town of residence and occupation.
4. How is the board selected, who selects them and how often?
5. Include an organizational chart showing decision-making structure.

#### **C. Finances**

1. Most recent, completed full year organizational financial statement (expenses, revenue and balance sheet), audited, if available.
2. Organization's current annual operating budget (See attached budget format).
3. Current project budget (See attached format).
4. Projected operating budget for upcoming year (See attached format).
5. List individually other funding sources for this request. Include amounts and whether received, committed or projected/pending.
6. Describe your plans for future fund raising.
7. A copy of your IRS 501(c)(3) letter.

#### **D. Optional Supporting Material**

1. Letters of support/commitment (up to three).
2. Recent newsletter articles, newspaper clippings, evaluations or reviews (up to three).
3. Recent annual report.

### **Guidelines for applicants**

- Send 1 copy of cover sheet, five page proposal and additional information. Use a standard typeface no smaller than 10 points and no less than .5 in margins.
- Proposals by email and fax are not accepted.

- Please do not send information in binders.
- Your proposal may be double sided or single sided, but double-sided is preferred.
- No aceptamos las solicitudes en español. No, we do not accept funding proposals in Spanish.
- Please do not send proposals by Express Mail. Mail is often picked up when the Post Office desk is closed and Express Mail is not accessible at these times.

Send completed application to:

The Ramsey McCluskey Family Foundation  
P.O. Box 275  
Lincoln, MA 01773

**IV. BUDGET**

If you already prepare organizational and project budgets that approximate this format, please feel free to submit them in their original forms. You may reproduce this form on your computer and/or submit separate pages for income and expenses.

Budget for the period: \_\_\_\_\_ to \_\_\_\_\_

**EXPENSES**

**INCOME**

Item	Amount	FT/PT	Source	Amount
Salaries & wages	\$ _____	_____	Government grants &	\$ _____
(breakdown by individual	\$ _____	_____	contracts (specify)	
position and indicate	\$ _____	_____	Foundations (specify)	\$ _____
full or part-time)	\$ _____	_____	Corporations	\$ _____
	\$ _____	_____	Religious Institutions	\$ _____
	\$ _____	_____	United Way, Combined	\$ _____
Fringe benefits & payroll Taxes		\$ _____		Federal
Campaign &				
			other federated campaigns	
Consultants & professional fees		\$ _____	Individual contributions	\$ _____
Travel	\$ _____		Fundraising events	\$ _____
Equipment	\$ _____		& products	
Supplies	\$ _____		Membership income	\$ _____
Training	\$ _____		In-kind support	\$ _____
Printing & copying	\$ _____		Other (earned income,	\$ _____
Telephone & fax	\$ _____		consulting fees, etc.	
			Please specify)	
Postage & delivery	\$ _____			\$ _____
Rent & utilities	\$ _____			\$ _____
In-kind expense	\$ _____			\$ _____
Other (specify)	\$ _____			\$ _____
_____				
<b>TOTAL EXPENSE</b>	\$ _____		<b>TOTAL INCOME</b>	\$ _____
			<b>BALANCE</b>	\$ _____