Wendell and Doris Rogers Charitable Foundation
GRANT APPLICATION COVER SHEET

NOTE: If you are NOT a Michigan based organization, it is likely your application will not be selected for funding. Please see Grant Application information on website.

Date of Application: _____

Legal name of organization applying:

_____
(Should be same as on IRS determination letter and as supplied on IRS Form 990)

Year Founded: _____ Current Operating Budget: _____

Executive Director: _____ Phone Number _____
E-mail Address: _____

Contact person/title/phone number/and email address:

_____

Address *(principal/administrative office):*

_____

City/State/Zip:

_____

Phone number: _____ Fax Number:_____
(include area code) *(include area code)*

Web address:

_____

How did you hear about our Foundation?

_____

Purpose of Grant *(one sentence)*: _____

_____

_____

Amount Requested / Total Project Cost: $_____

_____ _____
Signature, Chairperson, Board of Directors ***Signature, Executive Director***

_____ _____
Typed Name , Title and Date ***Typed Name, Title, and Date***

Submit Grant to: mamsden@wdrogersfoundation.org

Wendell and Doris Rogers Charitable Foundation
GRANT APPLICATION

Please provide the following information in this order. Use these headings, subheadings and numbers provided in your own word processing format, thus leaving flexibility for length of response.

A. *NARRATIVE*

1. Executive Summary
   - Begin with a half-page executive summary. Briefly explain why your agency is requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if the grant is made.

2. Purpose of Grant
   - Statement of needs/problems to be addressed; description of target population and how they will benefit.
   - List of similar existing agencies, if any, and explain how your agency or proposal differs, and what effort will be made to work cooperatively.

3. Organization Information
   - Brief summary of organization's history.
   - Brief statement of organization's mission and goals.
   - Description of current programs, activities and accomplishments.
   - Organizational chart, including board, staff and volunteer involvement.

B. *ATTACHMENTS*

1. A copy of the current IRS determination letter indicating 501(c)(3) tax-exempt status.
2. List of Board of Directors with affiliations.
3. Finances:
   a. Organization's current annual operating budget, including expenses and revenue.
   b. Most recent annual audited financial statement, if available; otherwise, Form 990.
5. Annual report, if available.

C. *PROGRAM SPECIFIC GRANT REQUESTS*

(if you are applying for a program specific grant, pleases provide the following additional information)

1. Description of project goals, measurable objectives, action plans, and statements as to whether this is a new or ongoing part of the sponsoring organization.
2. List of other partners in the project and their roles.
3. Timetable for implementation.
4. Description of the active involvement of constituents in defining problems to be addressed, making policy, and planning the program.
5. Description of the qualifications of key staff and volunteers that will ensure the success of the program. List of specific staff training needs for this project.
6. Long-term strategies for funding this project at end of grant period. *(Letters of support should verify project need and collaboration with other organizations).*
7. Evaluation
   a. Plans for evaluation including how success will be defined and measured.
   b. Description of how evaluation results will be used and/or disseminated and, if appropriate, how the project will be replicated.
   c. Description of the active involvement of constituents in evaluating the program.
8. Budget Narrative/Justification
   a. Grant budget; use the **Grant Budget Format** that follows.
   b. A plan (on a separate sheet) that shows how each budget item relates to the project and how the budgeted amount was calculated.
   c. List of amounts requested of other foundations, corporations and other funding sources to which this proposal has been submitted.
   d. List of priority items in the proposed budget, in the event that we are unable to meet your full request.

Wendell and Doris Rogers Charitable Foundation
GRANT APPLICATION

PROGRAM SPECIFIC GRANT BUDGET FORMAT

Below is a listing of standard budget items. Please provide the project budget in this format and in this order.

A. Organizational fiscal year: _____ Time period this budget covers: _____

B. **Expenses:** include a ***description and the total amount*** for each of the following budget categories, in this order:

	Amount requested from this organization		*Total project expenses*
Salaries	$_____		$_____
Payroll Taxes	$_____		$_____
Fringe Benefits	$_____		$_____
Consult/Prof Fees	$_____		$_____
Insurance	$_____		$_____
Travel	$_____		$_____
Equipment	$_____		$_____
Supplies	$_____		$_____
Printing and Copying	$_____		$_____
Telephone and Fax	$_____		$_____
Postage and Delivery	$_____		$_____
Rent	$_____		$_____
Utilities	$_____		$_____
Maintenance	$_____		$_____
Evaluation	$_____		$_____
Marketing	$_____		$_____
Other (specify)	$_____		$_____
Total amount requested	**$**_____	***Total project expenses***	**$**_____

C. **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.

	Committed	***Pending***
1. Grants/Contracts/Contributions		
Fed/State/Local Government	$_____	$_____
Foundations (itemize)	$_____	$_____
Corporations (itemize)	$_____	$_____
Individuals	$_____	$_____
Other (specify)	$_____	$_____
2. Earned Income		
Events	$_____	$_____
Publications and Products	$_____	$_____
3. Membership Income	$_____	$_____
4. In-Kind Support	$_____	$_____
5. Other *(specify)*	$_____	$_____
Total Revenue	**$**_____	**$**_____