



# GRANT APPLICATION GUIDELINES

Please submit the following information as accurately and concisely as possible.

**A. COVER LETTER:** Brief overview of your organization, current needs and amount requested.

**B. SUMMARY OF APPLICANT ORGANIZATION:** (use attached form)

**C. NARRATIVE:** Include the following information (please limit to 3 pages):

## 1. Organization Information

- a. Mission statement, brief statement of organization's goals, and/or objectives;
- b. Brief summary of organization's history;
- c. Description of current programs, activities, and accomplishments

## 2. Purpose of Grant

- a. Brief statement of the issue to be addressed; description of constituency served (include number served); target population; how will they benefit?
- b. Description of goals and objectives for the purpose of the grant;
- c. Description of activities planned to accomplish the above goals; is this a new or ongoing activity on the part of the sponsoring organization?
- d. Timetable for implementation (if for specific program or capital project);
- e. Other organizations, if any, participating in the activity;
- f. Long term sources/strategies for funding at end of grant period.

## 3. Evaluation

- a. Expected results during the funding period;
- b. How you would define and measure success;
- c. How will project's results be used and/or disseminated?

## D. REQUIRED ATTACHMENTS

1. Board of Directors
  - a. Occupations and/or community affiliations;
  - b. Antidiscrimination statement adopted by board;
2. List of names and qualifications of key staff;
3. Most recent fiscal year-end financial statements (audited if available);
4. Current agency budget
5. Annual report (if available);
6. Program/project budget (if applicable);
7. A copy of the original IRS determination letter indicating 501(c) (3) or 509(a) tax exempt status;
8. List of major contributors (and amounts) to organization/program (if applicable);
9. List of volunteer involvement and in-kind contributions.

**When complete, submit to:** The April Fund 7184 Spring Court Boulder, Colorado 80303 U.S.A.  
or by e-mail to: [theaprilfund@gmail.com](mailto:theaprilfund@gmail.com)



# SUMMARY OF APPLICANT ORGANIZATION

Please submit the following information as accurately and concisely as possible.

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Address

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Title

\_\_\_\_\_  
Office Phone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
Website

## PURPOSE OF GRANT

- General operating (support for the organization as a whole)
- Special program/project (specific activity of the organization consistent with its mission)
- Capital expenditure (funds spent for additions or improvements to plant or equipment)
- Start-up costs
- Endowment
- Technical assistance
- Other

Brief Description of Request \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Fiscal Year End

\_\_\_\_\_  
Amount of Request