

New Orleans Town Gardeners

Grant Proposal Application Format

- I. GRANT PROPOSAL SUMMARY SHEET – the Grant Proposal Summary Sheet **MUST BE COMPLETED.**

- II. PROPOSAL NARRATIVE – **Please do not use more than 3 pages.**
 - A. Background – Describe the work of your agency, addressing each of the following topics.
 1. A brief description of its history and mission.
 2. The issue(s) that your organization works to address.
 3. The population that your agency reaches, including geographic location, socio-economic status, race, ethnicity, gender, age, and physical or mental abilities.
 - B. Funding Request – Please describe the program for which you are seeking funding.
 1. If applying for general operating support, briefly describe how this grant would be used.
 2. If your request is for a specific project/program, please describe in detail:
 - a. A statement of its primary purpose and the issue that you are seeking to address.
 - b. The population that you plan to reach, how they will be involved and how they will benefit from the project/program.
 - C. Evaluation – Please explain how you will measure the effectiveness of your activities.
 1. What are the results you expect to have achieved by the end of the funding period?
 2. What are your plans for future funding?

- III. ATTACHMENTS – Please label **ALL** attachments.
 - A. Financial Information – Overall Organization
 1. Organization’s current and prior year operating budget, including expense and revenue; list sources of revenue received and those pending, including in-kind. If possible, indicate what percentage of donations are provided directly or indirectly by your board.
 - B. Financial Information – Project/Program (if applicable)
 1. A budget for the project/program
 - C. Other supporting materials
 1. A copy of the current IRS determination letter indicating 501(c)(3) and 503(a) tax exempt status or that of your fiscal agent.