



Major Grants Application Form

This document has been formatted so that information can be inputted directly. Please save this document to your computer so that you will not lose your information. Please do not use commas to separate thousands when entering numerical data. Once you have completed the grant application, you can email it directly to Araceli Centeno, Program Officer at the McCune Foundation at araceli@mccunefoundation.org.

Application Checklist

Please make sure all of the following information (**excluding this page**) is submitted in the listed order and in each foundation's requested format.

- Cover Sheet
- Proposal Narrative (up to 4 pages)
- Strategy Chart(s) for program support applications
- Board of Directors/Governing Body List
- Project Budget
- Organization Financial Summary
- Organization Balance Sheet

Proposal Narrative

Directions: Limit your Proposal Narrative to **four (4) pages maximum, with 0.8 inch margins, 12 point font or larger for questions 1 to 5.** Fill in each section using the specific questions below as boldface headings with your responses in normal text.

1. Background & Mission (One page or less)

Briefly describe the mission and history of your organization. Include major accomplishments.

2. Statement of Need and Proposed Work

Describe the problem(s) you are addressing through your work, the systemic or social change you seek, and how your proposed work will impact the issue. How are your grassroots members/constituency/leaders affected by the issues? Be sure to discuss your approach to community organizing and strategies you will use; short- and long-term objectives; and how you communicate with constituents and others in the community.

3. Social Capital

Explain how the project builds social capital: shared values, trust, and increased networks for community members. Describe the targeted population and how you engage new participants in the democratic process. Tell us how the affected population is involved in planning and decision-making for the project and share examples of how participants are becoming more active in the community and broadening their circle of relationships and involvement with other groups new to them.

4. Community Capacity

Describe how the project is enhancing community capacity and building power to mobilize and solve problems. What role does your grassroots constituency play in power-building? Tell us how you are collaborating with other organizations and developing effective networks. Share evidence that demonstrates that the organization has moved issues and policy positions into the domain of public opinion and become a relevant player on the issue(s) of interest.

5. Organizational Capacity

Describe the skills and experience of key staff/volunteers and other resources to support your work. Briefly note other funds secured and plans for ongoing fundraising.

6. Community organizing campaign chart (Program Support Applications only)

Tell us about your grassroots campaign(s). Complete a chart for each key community organizing campaign. Please use the chart template on the next page. Keep each campaign chart between 1 to 2 pages each. Refer to the Additional Application Instructions for a sample chart and a glossary of organizing terms to assist you in completing the chart.

Campaign Chart Template

Please complete one chart for each key campaign. For multiple campaigns, duplicate this template within this proposal. Do not attempt to fit all campaigns into one page.

Name of campaign: _____

Constituency <i>People most directly affected by the problem, who can be recruited to join your organization</i>	Targets <i>A decision-maker within an institution with the power to give the organization its demands</i>	Demands <i>Specific and measurable ask that the group presents to the target to resolve the issue</i>	Tactics <i>An action or set of actions that are carefully planned to achieve your campaign goals</i>
<p>Who will you mobilize?</p> <p>How many individuals are active now?</p> <p>How many individuals do you plan to recruit into the campaign?</p> <p>How often do they meet?</p>	<p>Name identified and/or potential targets, their institution, and their position on the issue.</p>	<p>Indicate the campaign's demands and time frame.</p>	<p>List the top tactics the campaign will implement and the role of constituents.</p>

Project Budget

Organization Name: _____

Name of Project (if different): _____

Budget dates for grant period: _____

INCOME

Possible categories: Government grants, foundation grants, individuals, business support, events, fees for service, etc.

Source	Total Project (\$)	Pending (\$)	Secured (\$)	Notes
TOTAL INCOME				

List the In-Kind (non-cash) contributions: _____

EXPENSES

Possible categories: Salaries, professional fees, rent and utilities, travel, publicity/outreach, events, capital items, etc.

Item	Total Project (\$)	This Request (\$)	Notes
TOTAL EXPENSES			

Organization Financial Summary

Organization Name: _____ Fiscal Year Dates: _____

INCOME

Possible categories: Government grants, foundation grants, individuals, business support, events, fees for service, etc.

Source	Prior Year's Actual	Projected Annual Budget (\$)	YTD Actual (\$) as of [/ /]
TOTAL INCOME			

List the In-Kind (non-cash) contributions: _____

EXPENSES

Possible categories: Salaries, professional fees, rent and utilities, travel, publicity/outreach, events, etc.

Item	Prior Year's Actual	Annual Budget (\$)	YTD Actual (\$) as of [/ /]
TOTAL EXPENSE			
NET PROFIT OR LOSS			

Total Capital Expenses			
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i.e., computers, vehicles, building improvements, etc.:

Notes:

Organization Balance Sheet Summary

ASSETS	MOST CURRENT (\$) as of [/ /]	PRIOR YEAR CLOSE (\$)
Current Assets		
Cash and Equivalents		
Accounts Receivable		
Prepaid Expenses		
Inventory		
Grants/Pledges Receivable		
Other		
Fixed Assets (Net)		
Property		
Buildings		
Equipment		
Investments		
Endowments		
Other		
TOTAL ASSETS		
LIABILITIES		
Current Liabilities		
Accounts Payable		
Accrued Expenses		
Long Term Debt (Current Portion)		
Short Term Debt		
Other		
Long Term Debt (over a year)		
Loan		
Other		
TOTAL LIABILITIES		
Net Assets		
Unrestricted		
Temporarily Restricted		
Permanently Restricted		
TOTAL LIABILITIES AND NET ASSETS		