

Grant Application

1. Registration Information

- Contact name, telephone and email address
- Organization name and zip code
- o Organization tax identification number

2. Contact Information

- Contact name, occupation, address, telephone number and email address
- Contact type:
 - Administrator, Board Member, Development Staff, Executive Director, Grant Writer, Trustee

3. Organization Information

- o Organization name, address, telephone number and website address
- 4. Organization Background
 - o Organization's mission statement
 - o Brief overview of the organization and evidence of its impact
 - Names of the organization's Board of Directors and key staff



- o Organization's other major donors and dollar amount of contribution(s)
- Non-discrimination Policy (if available)

- 5. Grant Request Summary
 - o Project title, begin and end dates
 - Project summary
 - Description of how the funds will be used to benefit Yeadon Borough: Ex.
 Community Life, Science, Education, etc.

- o Project website (if applicable)
- Number of participants and their demographics



6. Project Details

- Summary of grant application
- o Describe the problem or community need that the project addresses
- Provide a brief history of the project
- Describe the current project objectives and how they will be met

- o What method(s) of communication will be used to support this project?
- o Please describe your communications plan



7. Project Budget

- Requested amount
- Total project budget
- Complete Brief list of Line Items in Budget
- Type of support:
 - Program Support, Operating Support, Planning/Evaluation, Research Support, Capital Support, Endowment

- Detailed project budget including a description of how the funds will be spent and how the request amount was determined*
- o Total annual organizational operating budget
- Organization's IRS 501(c)(3) or other tax designation letter*
- Organization's 990 or 990-PF federal tax return*(if applicable)
- Organization's current audited financial statement* (if applicable)



8. Grant Evaluation

- If this project was previously funded by the Borough of Yeadon, provide a brief report on the results of the grant (i.e. amount of funding, what was accomplished, challenges encountered, and corrective actions taken)
- Explain how you define success for this project

o Explain what method will be used to measure the project's success

• What steps will your organization take to ensure the future success of the proposed project beyond the completion of Yeadon Borough funding (i.e. future financial support, staff requirements, and continued community interest)?