



# Connecticut Common Grant Application Form

**A. Narrative:** Limit to five (5) pages. Use these headings, subheadings and numbers. If a question does not apply to your organization, please indicate that with "N.A."

**1. Organizational Information** (no more than two pages)

- a. Brief summary of organization's history, mission and goals
- b. Description of current programs and accomplishments
- c. Population the agency benefits: socio-economic status; language; age; physical abilities, etc.
- d. How this agency uses volunteers
- e. How this agency works with others providing similar services
- f. How this agency impacts or is connected to the community of New Canaan
- g. What organizations in New Canaan this agency collaborates with

**Briefly answer the following in bullet form:**

- h. How often did your board of directors meet in the past year and what was the average percent attendance?
- i. What percent of your board membership made a financial contribution to your organization last year?
- j. What internal financial/accounting controls does your organization follow?
- k. Do the auditors meet with the board or a board committee?
- l. What is financial information given to the board and how often is it provided?
- m. What is the process used to annually evaluate your organization's executive director?

**2. Purpose of this grant**

- a. Statement of community needs/issues to be addressed; description of target population to benefit
- b. Description of project goals for which funds are being requested
- c. Project description, including objectives, activities, timeframe, number served and frequency
- d. Description of how the program affects New Canaan residents as service recipients, volunteers or donors.
- e. Description of how you plan to evaluate the success of the project, including outcomes and results
- f. List of key individuals involved in the project; brief summaries of their qualifications (no resumes, please)
- g. How evaluation results will be used for program planning—for both the organization and for others doing similar work
- h. Long-term strategies for funding this project beyond the grant period

**B. Budget/Financial Information** (Provide the dates each document covers)

- a. **Budget for this grant request** showing income and expenses
- b. **Listing of the funding sources for this request** (foundations, corporations, others) solicited for this request for current year, and, if this is not a new project, for previous years (indicate the amounts requested and status of your proposal with each one)
- c. Organization's **annual operating budget** and **actual income-and-expenses** for most recently **completed** fiscal year (align these side by side)
- d. Organization's **annual operating budget** and **actual year-to-date** income-and-expenses for **current** year (align these side by side.) Please also include funders, amounts granted and purpose of grant
- e. Most recent **annual financial statement** (audited, if available) and **management letter** (if available)
- f. Complete the **financial metrics summary**, using the most recent 990 tax return.

**C. Other supporting materials**

- a. Organizational chart
- b. Board membership list with names, hometowns, and affiliations
- c. Copy of IRS determination letter and/or explanation of your tax-exempt status **for first time applicants only**
- d. Annual Report
- e. Letters of agreement, if this is a collaborative proposal (not letters of support)