



The University for Sustainability

Office of Sponsored Programs and Research
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GRANT APPLICATION FORM

COVER SHEET

Date of Application: _____

Legal name of organization applying: _____

Your organization's University for Sustainability membership number: _____

Year Founded: _____ Current Operating Budget: _____

President or Executive Director: _____ E-mail Address: _____

Contact person/title/phone number:
(if different from executive director): _____

Address *(principal/ administrative office):* _____

City/State/Zip: _____

Country: _____ Website address: _____

Phone number: _____ Fax Number: _____
(include area code) *(include area code)*

List all previous support from the University for Sustainability in the last 5 years:

Project Name: _____

Purpose of Grant *(one sentence):* _____

Dates of the Project: _____ Amount Requested: \$ _____

Total Project Cost: \$ _____

Geographic Area Served: _____

Signature, Chairperson, Board of Directors

Signature, Executive Director

Typed Name and Title

Date

Typed Name and Title

Date

GRANT APPLICATION FORM

Please provide the following information in the order indicated below. Use these headings, subheadings and numbers provided in your own word processing format, thus leaving flexibility for length of response.

A. NARRATIVE

1. Executive Summary

- Provide a half-page executive summary. Briefly explain why your organization is requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if the grant is made.

2. Purpose of Grant

- Statement of needs/problems to be addressed; description of target population and how they will benefit.
- Description of project goals, measurable objectives, action plans, and statements as to whether this is a new or ongoing part of the sponsoring organization.
- Timetable for implementation.
- List of other partners in the project and their roles.
- List of similar existing projects or agencies, if any, and explain how your organization or proposal differs, and what effort will be made to work cooperatively.
- Description of the active involvement of constituents in defining problems to be addressed, making policy, and planning the program.
- Description of the qualifications of key staff and volunteers that will ensure the success of the program. List of specific staff training needs for this project.
- Long-term strategies for funding this project at end of grant period.

3. Evaluation

- Plans for evaluation including how success will be defined and measured.
- Description of how evaluation results will be used and/or disseminated and, if appropriate, how the project will be replicated or scaled.
- Description of the active involvement of constituents in evaluating the program.

4. Budget Narrative/Justification

- Grant budget; use the **Grant Budget Format** that follows, if appropriate.
- A plan (on a separate sheet) that shows how each budget item relates to the project and how the budgeted amount was calculated.
- List of amounts requested of other foundations, corporations and other funding sources to which this proposal has been submitted.

- List of priority items in the proposed in the proposed budget, in the event that we are unable to meet your full request.

5. Organization Information

- Brief summary of organization’s history.
- Brief statement of organization’s mission and goals.
- Description of current programs, activities and accomplishments.
- Organizational chart, including board, staff and volunteer involvement.

B. ATTACHMENTS

1. If your organization is a U.S. Register not-for profit provide a copy of the current IRS determination letter indicating 501(c)(3) tax-exempt status. Or, if your organization is a non-U.S. registered not-for-profit or charity provide a certified copy of your articles of incorporation and registration number.
2. List of Board of Directors with affiliations.
3. Finances:
 - Organization’s current annual operating budget, including expenses and revenue.
 - Most recent annual financial statement (independently audited, if available).
4. Letters of support should verify project need and collaboration with other organizations. (Optional)
5. Annual report, if available.

GRANT BUDGET

Below is a listing of standard budget items. Please provide the project budget in this format and in this order.

A. Organizational fiscal year: _____

B. Time period this budget covers: _____

C. For a CAPITAL request, substitute your format for listing expenses. These will likely include: architectural fees, land/building purchase, construction costs, and campaign expenses.

D. **Expenses:** include a ***description and the total amount*** (*denominated in U.S. Dollars*) for each of the following budget categories, in this order:

	<i>Amount requested from this organization</i>	<i>Total project expenses</i>
Salaries	\$ _____	\$ _____
Payroll Taxes	\$ _____	\$ _____
Fringe Benefits	\$ _____	\$ _____
Consultants and		

Professional Fees	\$ _____	\$ _____
Insurance	\$ _____	\$ _____
Travel	\$ _____	\$ _____
Equipment	\$ _____	\$ _____
Supplies	\$ _____	\$ _____
Printing and Copying	\$ _____	\$ _____
Telephone and Fax	\$ _____	\$ _____
Postage and Delivery	\$ _____	\$ _____
Rent	\$ _____	\$ _____
Utilities	\$ _____	\$ _____
Maintenance	\$ _____	\$ _____
Evaluation	\$ _____	\$ _____
Marketing	\$ _____	\$ _____
Other (specify)	\$ _____	\$ _____
Total amount requested	\$ _____	Total project expenses \$ _____

E. **Revenue:** include a **description and the total amount** for each of the following budget categories, in this order; please indicate which sources of revenue are committed and which are pending.

	<u>Committed</u>	<u>Pending</u>
1. Grants/Contracts/Contributions		
Local Government	\$ _____	\$ _____
State Government	\$ _____	\$ _____
Federal Government	\$ _____	\$ _____
Foundations (itemize)	\$ _____	\$ _____
Corporations (itemize)	\$ _____	\$ _____
Individuals	\$ _____	\$ _____
Other (specify)	\$ _____	\$ _____
2. Earned Income		
Events	\$ _____	\$ _____
Publications and Products	\$ _____	\$ _____
3. Membership Income	\$ _____	\$ _____
4. In-Kind Support	\$ _____	\$ _____
5. Other (<i>specify</i>)	\$ _____	\$ _____
Total Revenue	\$ _____	\$ _____

Note: Awards made by the University for Sustainability will be guided by the University for Sustainability's published policy: "Terms and Conditions of Grants" as available for download from [http://www.u4sustainability.org/Sponsored Programs and Research/](http://www.u4sustainability.org/Sponsored_Programs_and_Research/)

In conducting its due diligence of applicant organizations, the University may seek expert counsel from the offices of the U.S. Department of State and the embassies of the United States, the U.S. Department of Treasury, Office of Foreign Assets Control, and other government authorities.

Guided by its public purposes, the University for Sustainability has the ultimate authority and discretion in the assessment and award of proposals.

Inquiries may be made by e-mailing the University for Sustainability, Office of Sponsored Programs and Research at: OSPAR@u4sustainability.org