

MOUNT ATHOS FOUNDATION OF AMERICA, INC. GRANT APPLICATION FORM

INSTRUCTIONS

- Please type and single-space all proposals.
- Please answer all of the questions in the order listed.
- Please use headings as provided.
- Please submit only one copy.
- Please do not include any materials other than those specifically requested at this time.

COVER SHEET

Date of application: _____

Name of organization to which grant would be paid. Please list exact legal name:

Purpose of grant (one sentence): _____

Address of organization: _____

Phone number: _____ E-mail: _____

Contact person and title: _____

Is your organization an IRS 501(c)(3) not-for-profit? (yes or no): _____

If no, please explain: _____

Grant request: \$ _____

Check one (based on the organization's priorities and the funder's guidelines):

General support _____

Project support _____

Total organizational budget (for current year): \$ _____

Dates covered by this budget (mo/day/year): _____

Total project budget (if requesting project support): \$ _____

Dates covered by project budget (mo/day/year): _____

Project name (if applicable): _____

GRANT PROPOSAL FORMAT

I. **PROPOSAL SUMMARY:** One-half page, maximum

Please summarize in a short paragraph the purpose of your organization. Briefly explain why your organization is requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if a grant is made.

II. **NARRATIVE:** Five pages maximum.

A. Background—Describe the work of your organization, addressing each of the following:

1. A brief description of its history and mission.
2. Current programs and accomplishments. Please emphasize the achievements of the recent past.
3. Number of paid full-time staff; number of paid part-time staff; number of volunteers.
4. Your organization's relationships—both formal and informal—with other organizations working to meet the same needs or providing similar services. Please explain how you differ from these other organizations.

B. Funding Request—Please describe the program for which you seek 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*, please explain the project including:
 - a. A statement of its primary purpose and the need or problem that you are seeking to address.
 - b. Strategies that you will employ to implement your project.
 - c. Anticipated length of the project.
 - d. How the project contributes to your organization's overall mission.

C. Evaluation—Please explain how you will measure the effectiveness of your activities. Describe your criteria for a successful program and the results you expect to have achieved by the end of the funding period.

III. **ATTACHMENTS**—Please label all attachments to correspond to the bold-faced, capitalized items below.

- A. A **CURRENT EXPENSE BUDGET FOR THE PROJECT**. List each staff line separately and include % of time spent on project. Indicate the specific uses of the requested grant, if possible.

- B. A list of all **SOURCES OF INCOME TOWARD THE PROJECT** actual and prospective with amounts.