



GRANT APPLICATION

APPLICATION FORMAT — Please use the following format to create your own proposal. This is not a fill-in-the-blank application.

I. COVER SHEET

Organization Name:

Tax-exempt status:

Year organization was founded:

Date of application:

Address:

Telephone number:

E-mail:

Director:

Contact person and title (*if not director*):

Type of request (*general support, start-up, technical assistance, etc.*):

Project title (*if project funding is requested*):

Total project budget (*if request is for other than general support*):

Total organizational budget (*current year*):

Starting date of fiscal year:

Summarize the organization's mission (*two to three sentences*):

Summary of project or grant request (*two to three sentences*):

II. NARRATIVE (*maximum of three pages*)

A. Introduction and Background of Organization (*incorporating the following points*):

1. Briefly describe your organization's history and major accomplishments.
2. Describe your current programs and activities.
3. Who is your constituency (be specific about demographics such as race, class, gender, ethnicity, age, sexual orientation and people with disabilities)? How are they actively involved in your work and how do they benefit from this program and/or your organization?
4. If you are a grassroots group, describe your community. If you are a state, regional or national organization, describe your work with local groups, if applicable and how other regional and/or national organizations are involved.

B. Describe your request (*incorporating the following points*):

1. Problem statement: What problems, needs, or issues does your organization seek to address?
2. How is your organization uniquely qualified to address the problem?

3. Describe your program or the project for which you seek funding, why you decided to pursue this project, and whether it is a new or ongoing part of your organization.

In describing your program or project, address the following areas:

ACTIVITIES – Describe WHAT you plan to do. Include quantities. For example if you plan to conduct trainings, how many will you conduct, how many people will participate, where will they be held?

OUTCOMES – Describe HOW what you do makes a difference. This is measured in changes of knowledge, skill, attitudes, behaviors or condition, and includes goals. For example, if you conduct trainings, your goal may be that individuals leave informed and empowered to address LGBT discrimination in the workplace and have crafted a plan to take the next steps.

MEASURES OF SUCCESS – Describe HOW YOU'LL KNOW you are making a difference. The indicators of success are often measured in percent or numbers. For example, if you conduct trainings, you may anticipate that a percent of participants report obtaining new skills as a result of the training, and intend to lead anti-discrimination efforts in their community.

4. How does your work promote diversity and address inequality, oppression and discrimination within your organization as well as the larger society?
5. Describe systemic or social change you are trying to achieve: How does your work address and change the underlying or root causes of the problem?
6. If JustFundKY cannot fund your entire request please indicate what part of the request is most important. If only part of the request is funded are you able to fund the rest?

III. ATTACHMENTS/REQUIREMENTS

A. Organizational Structure/Administration

- Who will be involved in carrying out the plans outlined in this request?
- Include a brief paragraph summarizing the qualifications of key individuals involved.

B. Finances

1. Provide the last completed year's Balance Sheet and Income/Expense report
2. Provide a detailed budget of the current year.
3. Provide a detailed budget of the project (if not asking for general operating funds).
4. Include other funding sources, amounts requested or to be raised, and whether funds are received, committed, or pending.
5. A copy of your IRS 501(c)(3) letter. If you do not have 510(c)(3) status, check with JustfundKY to see if funding is possible through a fiscal sponsor. Additional information may be required to do so.
6. If you have received a JustFundKY grant within the last three years, the information requested in #1, #2 and #5 is not required.

C. Other Supporting Material (*this is optional material*)

- Letters of support/commitment (*up to three*).
- Recent newsletter articles, newspaper clippings, evaluations reviews (*up to three*).
- Recent annual report.

Guidelines for Applicants

Send one complete copy: cover sheet, proposal, and attachments.

Proposals will be accepted by either a PDF or mailed hard copy.

Email to: escorsone@aol.com

Or Mail to: JustFundKY % Ernesto Scorsone
515 W Main St #502
Lexington KY 40507-1693

The application package must be **EMAILED** or **POSTMARKED**
by **March 15th**, midnight Eastern Standard Time.

If you have any questions contact Ernesto Scorsone at escorsone@aol.com

There will not be deadline extensions.

Aceptamos las solicitudes de fondos en Español. Yes, we accept funding proposals in Spanish.