

# The Ramsey McCluskey Family Foundation SINGLE-YEAR Grant Application 2016-2017

## I. COVER SHEET (Please use this format to create a one-page cover sheet.)

Date of application: \_\_\_\_\_  
Organization Name: \_\_\_\_\_  
Organization Website: \_\_\_\_\_  
Tax exempt status and EIN number: \_\_\_\_\_  
Year organization was founded: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone number: \_\_\_\_\_ Fax number: \_\_\_\_\_  
Director: \_\_\_\_\_  
Contact person and title (if not director): \_\_\_\_\_  
Email address for contact person: \_\_\_\_\_  
Grant request: \_\_\_\_\_ Period grant will cover: \_\_\_\_\_  
Project title: \_\_\_\_\_  
Total project budget : \_\_\_\_\_  
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 five pages.)

### A. Introduction and Background of Organization

1. Briefly describe your organization's history and major accomplishments.

### B. Describe Your Request (Incorporating the following points:)

1. Problem statement: what problems, needs or issues does it address? How does your work address and change the underlying or root causes of the problem?

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

3. Who is your constituency (be specific about demographics such as race, class, gender, ethnicity, age and people with disabilities)? How are these people actively involved in your work and how do they benefit from this program and/or your organization?

4. What are the goals, objectives and activities/strategies involved in this request? Describe your specific activities/strategies using a timeline over the course of this request.

5A. GENERAL EDUCATION PROGRAMS: If the application is for a general education program, please describe how the project will help contribute to the success of students in their educational efforts.

5B. ARTS EDUCATION PROGRAMS: If the application is for an arts education program, please describe the project focusing on any hands-on components.

### **III. ADDITIONAL INFORMATION**

#### **A. Evaluation**

1. Briefly describe your plan for evaluating the success of the project or for your organization's work. What questions will be addressed? Who will be involved in evaluating this work—staff, board, constituents, community, consultants? How will the evaluation results be used?

#### **B. Organizational Structure/Administration**

1. Briefly describe how your organization works: What are the responsibilities of board, staff and volunteers? And if membership organization, define criteria for membership. Are there dues?
2. Who will be involved in carrying out the plans outlined in this request? Include a brief paragraph summarizing the qualifications of key individuals involved.
3. Provide a list of your board of directors including town of residence and occupation. If this is information already reported on your website, please send the link information rather than paper.
4. How is the board selected, who selects them and how often?
5. Include an organizational chart showing decision-making structure.

#### **C. Finances**

1. Most recent, completed full year organizational financial statement (expenses, revenue and balance sheet), audited, if available. If this information is available online, please send link rather than paper.
2. Organization's current annual operating budget (See attached budget format).
3. Current project budget (See attached format).
4. Projected operating budget for upcoming year (See attached format).
5. Discuss other funding sources for this request. Include amounts and whether received, committed or projected/pending. Describe your plans for future fund raising or revenue producing activities.

#### **D. Optional Supporting Material -- If these materials are available online or on your website, please send links rather than paper.**

1. Letters of support/commitment (up to three).
2. Recent newsletter articles, newspaper clippings, evaluations or reviews (up to three).
3. Recent annual report.

#### **Guidelines for applicants**

- Send 1 copy of cover sheet, five page proposal and additional information. Use a standard typeface no smaller than 10 points and no less than .5 in margins.
- Proposals by email and fax are not accepted.
- Please do not send information in binders.
- Your proposal may be double sided or single sided, but double-sided is preferred.
- No aceptamos las solicitudes en español. No, we do not accept funding proposals in Spanish.

Send completed application to:

The Ramsey McCluskey Family Foundation  
P.O. Box 275  
Lincoln, MA 01773

#### IV. BUDGET

If you already prepare organizational and project budgets that approximate this format such as the AGM budget format, please feel free to submit them in their original forms. You may reproduce this form on your computer and/or submit separate pages for income and expenses.

Budget for the period: \_\_\_\_\_ to \_\_\_\_\_

#### EXPENSES

#### INCOME

Item	Amount	FT/PT	Source	Amount
Salaries & wages	\$ _____	_____	Government grants & contracts (specify)	\$ _____
(breakdown by individual position and indicate full or part-time)	\$ _____	_____	Foundations (specify)	\$ _____
	\$ _____	_____	Corporations	\$ _____
	\$ _____	_____	Religious Institutions	\$ _____
	\$ _____	_____	United Way, Combined Federal Campaign & other federated campaigns	\$ _____
Fringe benefits & payroll Taxes	\$ _____			
Consultants & professional fees	\$ _____		Individual contributions	\$ _____
Travel	\$ _____		Fundraising events & products	\$ _____
Equipment	\$ _____		Membership income	\$ _____
Supplies	\$ _____		In-kind support	\$ _____
Training	\$ _____		Other (earned income, consulting fees, etc. Please specify)	\$ _____
Printing & copying	\$ _____		_____	\$ _____
Telephone & fax	\$ _____		_____	\$ _____
			_____	\$ _____
Postage & delivery	\$ _____			
Rent & utilities	\$ _____			
In-kind expense	\$ _____			
Other (specify)	\$ _____			
_____				
<b>TOTAL EXPENSE</b>	<b>\$ _____</b>		<b>TOTAL INCOME</b>	<b>\$ _____</b>
			<b>BALANCE</b>	<b>\$ _____</b>