



GRANT APPLICATION COVER SHEET

To use this form, eligible nonprofit organizations must first contact The Victory Fund to complete an inquiry screening.

Date of telephone screening _____

ORGANIZATION INFORMATION

Name of organization _____

Legal name, if different _____

Address _____

Employer Identification Number (EIN) _____

Website _____

Contact person for this request _____

Title _____

Phone _____

Email _____

Name of top-paid staff _____

Is your organization an IRS 501 (c) (3) not-for-profit? Yes No

If no, do you have a fiscal agent? _____

Name of fiscal agent _____

Fiscal agent's EIN number _____



PROPOSAL INFORMATION

Project name _____

Project dates (if applicable) _____

Fiscal year-end _____

What are funds being requested for?

___ General Operating Support

___ Start-up Costs

___ Project/Program Support

___ Technical Assistance

___ Other (please describe):

Please provide a two to three sentence summary of the request:

Population served:

Geographic area served:

BUDGET

Dollar amount requested \$ _____

Total annual organizational budget \$ _____

Total project budget \$ _____

AUTHORIZATION STATEMENT

I certify that all the information in this application is true to the best of my knowledge.

I also acknowledge that the organization’s top-paid staff member or Board Chair is aware of the submission of this grant application to The Victory Fund.

Name _____

Title _____ Date _____



PROPOSAL NARRATIVE

Please use the following outline as a guide to your proposal narrative. You may submit up to five pages, excluding attachments. Also, please include a cover letter with your application that introduces your organization and proposal and makes the link between your proposal and the mission of The Victory Fund.

I. Organization Information

- A. Brief summary of organization's history, including the date your organization was established
- B. Brief summary of organization's mission and goals
- C. Number of board members, full-time paid staff, part-time paid staff and volunteers

II. Purpose of Grant

General operating proposals: Complete Section A below and move to Part III – Evaluation

All other proposal types: Complete Section B below and move to Part III – Evaluation

A. General Operating Proposals

- 1. The opportunities, challenges, issues or needs currently facing your organization.
- 2. Overall goal(s) of the organization for the funding period.
- 3. Objectives or ways in which you will meet the goal(s).
- 4. Activities and who will carry out these activities.
- 5. Time frame in which this will take place.
- 6. Long-term funding strategies.

B. All Other Proposal Types

- 1. Situation
 - a. The opportunities, challenges, issues or needs and the community that your proposal addresses.
 - b. How that focus was determined and who was involved in that decision-making process.
- 2. Activities
 - a. Overall goal(s) regarding the situation described above.
 - b. Objectives or ways in which you will meet the goal(s).
 - c. Specific activities for which you seek funding.
 - d. Who will carry out those activities.
 - e. Time frame in which this will take place.
 - f. How the proposed activities will benefit the community in which they will occur, being as clear as you can about the impact you expect to have.
 - g. Long-term funding strategies (if applicable) for sustaining this effort.



III. Evaluation

- A. Please describe your criteria for success. What do you want to happen as a result of your activities?
- B. How will you measure these changes?
- C. Who will be involved in evaluating this work (staff, board, constituents, community, consultants)?
- D. What will you do with your evaluation results?

ATTACHMENTS

Please include the following information with your proposal:

- 1. Most recent financial statement from most recently completed year, audited if available, showing actual expenses. This information should include a balance sheet, a statement of activities (or statement of income and expenses) and functional expenses.
- 2. Organization budget for current year, including income and expenses.
- 3. Project budget, including income and expenses (if not a general operating proposal).
- 4. Additional funders. List names of corporations and foundations from which you are requesting funds, with dollar amounts, indicating which sources are committed or pending.
- 5. List of board members and their affiliations.
- 6. Brief description of key staff, including qualifications relevant to the specific request.
- 7. A copy of your current IRS determination letter (or your fiscal agent's) indicating tax-exempt 501(c)(3) status.

The Victory Fund

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