



GREATER GREEN BAY COMMUNITY FOUNDATION

**US OIL OPEN FUND FOR BASIC NEEDS
GRANT APPLICATION FOR COLLABORATIVE PROJECTS**

For Requests up to \$100,000 per year for up to 3 years

Organization acting as project's fiscal agent: _____

Address: _____

Agency Phone: _____ Agency Fax: _____ Email: _____

Primary contact person for this grant application: _____ Phone: _____

Primary project facilitator (if different from above): _____ Phone: _____

Organizational Collaborators:

Organization			
Contact name			
Phone number			

If necessary, please attach an additional sheet with other collaborators, and their information.

Amount requested: \$ _____ a year for _____ years (up to 3 years)

Circle the types of funding requested: Program Operating Capacity Building Policy Analysis/ Advocacy

Project name: _____

Project summary (within the space provided): _____

Have governing board of each organization involved approved a policy that states that the organization does not discriminate? Yes:___ No:___ If no, explain: _____

Please submit copies of the following with this cover sheet:

1. Complete list of each organization's officers and directors, and their community affiliations.
2. Each organization's most recent audited financial statement; if an audit is not available, submit the actual income and expense statement from the past fiscal year.
3. Copies of the IRS federal tax exemption determination letters. *An organization that submitted its determination letter with previous applications need not resubmit the letter unless the status has changed.*
4. Narrative and Budget (respond to questions on reverse side in a maximum of fifteen pages). If you are a single organization requesting funds, please use the Community Foundation's standard grant application.
5. Supporting documentation (e.g., agency's strategic plan, a position description, letters of support from collaborative organizations, etc.) may be included depending on type of support, in addition to the typed narrative/budget.

I attest that all information submitted is accurate to the best of my knowledge:

Signature of Chief Administrator of Fiscal Agent

Date

Printed Name/Title

NARRATIVE AND BUDGET

Please structure your application according to the sections below. Limit your response to a maximum of fifteen (15) typed pages. It is expected that most proposals will not need 15 pages of narrative for their proposal.

1. **ORGANIZATIONAL/COLLABORATIVE OVERVIEW:** Provide an overview of the organizations involved and the nature of the collaboration. What are the roles of each organization involved in the collaboration? Has there been prior collaboration between the organizations? How often do the organizations meet for coordination of this project?
2. **STATEMENT OF NEED/OPPORTUNITY:** Explain the need or opportunity that is causing you to take the action proposed in this application. Whenever possible, substantiate your assertions with data. How does the proposed project relate to your organizations' missions?
3. **OBJECTIVES:** In terms of the broad benefit to the community, articulate what you hope to achieve with this grant. This should be a discussion about how implementing this proposal will improve the quality of life in our area.
4. **PROGRAM/ACTIVITIES:** What actions will your organizations participate in that are designed to achieve the objectives articulated above? Is this an ongoing program, an expansion of currently existing services and collaborations, or a completely new initiative and collaboration? Summarize the key actions and expected milestones during the grant period.
5. **OUTCOMES/OUTPUTS:** What difference will be made as a result of your program? How do outcomes relate to the priorities and desired community impacts of the U.S. Oil Fund for Basic Needs? What are some of the short term outputs that will be achieved? What are some of the broader community outcomes that will be achieved? What measurements will you use internally to gauge the effectiveness of the program? What community-wide measurements might be affected by your initiative?
6. **PROJECT BUDGET:** Provide a project budget for your proposed activities on the attached budget form.
7. **FUTURE/OTHER FUNDING:** Share your requests to and commitments from other funders for this current project as well as plans for funding these activities beyond the duration of this grant request.

The Greater Green Bay Community Foundation supports non-profit organizations with operations in Brown, Kewaunee, and Oconto counties, Wisconsin.

All potential applicants must share their ideas with the Community Foundation through a letter of intent by March 1. Invitations from the Community Foundation to submit a full proposal will be made within 10 business days of receipt. Submit a signed original application (this form) completed within the space provided along with your narrative and budget. Please call us if you need a new application or go to www.ggbcf.org/grants.

Completed applications must be received by the Foundation by close of business on April 1. If the deadline falls on a weekend or holiday, applications are due on the last business day prior to the deadline. Faxed applications are not accepted.

Please direct all inquiries and applications to:

Greater Green Bay Community Foundation
310 W. Walnut Street, Suite 350, Green Bay, WI 54303
(920) 432-0800

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