

PORTSMOUTH, VIRGINIA GRANT MAKERS
Common Application Form

Beazley Foundation, The Portsmouth Community Foundation, and Portsmouth General Hospital Foundation have agreed upon the following common application. Applicants should check the grant making policy or contact the specific foundation before submitting the proposal to any of the Portsmouth grant makers. An application submitted to one foundation does not constitute a request to all foundations nor does the approval or denial by one foundation ensure approval or denial by any of the other foundations.

I. Cover letter signed by an officer (President, Dean, Executive Director) – *One Page*

II. **ORGANIZATIONAL INFORMATION.** *Not to exceed two pages*

Include the following:

- a. Organization’s Name. If this is a collaborative application, list the fiscal agent
- b. Address
- c. Telephone Number
- d. Fax Number
- e. E-mail Address
- f. Contact person and title if other than the officer signing letter.
- g. Proposal Abstract: An abstract of the project to include title and description. *Not to exceed 1/2 page*
- h. Which Vision* your program/project addresses>(*The Planning Council-An Investment in Priorities - Visions and Indicators Report- available at www.theplanningcouncil.org)
- i. Budget Summary for this proposal
 - 1. Applicant’s Contribution from Operating Funds: \$ _____
 - 2. Applicant’s Contribution from Reserve Funds: \$ _____
 - 3. Amount of this Request: \$ _____
 - 4. Amount of Other Pending Requests: \$ _____
 - 5. Amount of Other Confirmed Requests: \$ _____
 - 6. Total Proposal Income (1+2+3 +4+5=6) \$ _____
 - 7. Total Proposal Expense: \$ _____
 - 8. Balance: \$ _____
- i. Income and Expense Summaries for Organization

	Actual for Last Fiscal Year Ending: _____ Yr. _____	Budget for Current Fiscal Year Ending: _____ Yr. _____	Budget for Next Fiscal Year Ending: _____ Yr. _____
<i>Income</i>	\$ _____	\$ _____	\$ _____
<i>Expense</i>	\$ _____	\$ _____	\$ _____
<i>Net</i>	\$ _____	\$ _____	\$ _____
<i>Net Assets</i>	\$ _____	\$ _____	\$ _____

III. **PROPOSAL NARRATIVE:** 3 pages maximum – clarity and brevity are encouraged.

- A. Background of the Organization-
1. A brief description of your organization's history and mission.
 2. The needs, problems or opportunities your organization addresses.
 3. Current programs including their accomplishments and lessons learned. What did the organization do to overcome or change to make successful?
 4. The population the organization serves, including numbers and geographical location.
 5. Number and composition of full and part-time staff and volunteers.
 6. Your organization's formal and informal relationships with agencies working toward the same objectives or providing similar services. How does your organization differ from those agencies? (e.g. United Way agency?)
- B. Funding Request-
1. State the amount you are requesting.
 2. Describe the purpose of your request, i.e., operating expense, program, capital campaign, etc.
 3. The population served by this program if different from the organization as a whole.
 4. The qualifications of staff and volunteers directing the program.
 5. Interest shown by Foundation trustee and/or contact made with trustee about project or organization.
- C. Financial Plan-
1. The project budget, if project rather than operating funding is being requested. Include the amount requested, sources and amounts of other income and their status (confirmed, pending, or not yet applied for). Be specific and identify in-kind support.
 2. Current organizational budget.
 3. State when the funding is needed.
 4. If you show a negative balance on either or both of the above budgets, explain.
 5. State your development plan for securing funding for this proposal now and in the future.
- D. Evaluation-
1. See attached *EVALUATION OF PROGRAM/PROJECT*
 2. Who will be involved in the evaluation?
 3. How will the results be used?

IV. **SUPPORTING MATERIALS:**

1. Most recent IRS Form 990 (including Schedule A). If you do not file with the IRS, indicate why
2. Latest Audited Financial Statement. If your statements are not audited, indicate why and include your latest income and expense statement
3. Most recent IRS 501(c)(3) Determination Letter
4. If applicable, evidence of accreditation, licensing, etc.
5. If school, annual cost to attend and description of financial aid program
6. List of Board Members, their affiliation, and their address

PORTSMOUTH GRANT MAKERS
COMMON GRANT APPLICATION FORM – EVALUATION OF PROGRAM/PROJECT
Beazley Foundation, The Portsmouth Community Foundation, Portsmouth General Hospital Foundation
EVALUATING AND REPORTING ON YOUR GRANT

OUTCOMES ARE USUALLY:

- Changes in knowledge
- Changes in attitudes
- Changes in behavior
- Changes in skills

Outcome evaluation measures the results of your efforts. Holding 20 sessions is NOT an outcome. 10 clients with a documented change in behavior, knowledge, attitude, or skills IS an outcome.

Outcomes are usually measured by available data, questionnaires, surveys, interviews, and observation. There must be some baseline data in order to compare and document outcomes (data BEFORE and AFTER your service is delivered). The BEFORE data should be included in your grant proposal where you have identified the need.

OBTAINING DATA:

- Local data is available from The Planning Council at www.theplanningcouncil.org. Click on the link on the home page to *Investment In Priorities*
- U.S. 2000 census data is available at www.easidemographics.com
- Virginia Atlas through Virginia Center for Healthy Communities at www.vahealthycommunities.com
- Your particular field of service might also have scientific-based data; please use the data in your proposal and when reporting your outcomes
- Reporting on expenses should include a comparison of the submitted projected expenses and the actual expenses

SOME DATA COLLECTION PRINCIPLES:

- Style must consider literacy – Keep the words simple. You may have to read questions to some clients.
- Local lingo
- Adults do not like to take tests (always include an “I don’t know” as a possible answer)
- When asking for an opinion (i.e., agree or disagree), be careful to not allow an “I don’t know” or a neutral response
- Don’t ask open-ended questions

TO ENHANCE YOUR EVALUATION:

- Simply your forms
- Computerize your data
- Encourage staff to generate questions
- Reward accurate and timely data collection by staff
- Give data back to staff
- Make summary reporting routine