1. **SUMMARY STATEMENT**:

Write a brief summary of your proposal. This section should include the following information:

- ☐ Need – Our community has a need.
- ☐ Proposed Solution – We will address this community need by performing certain actions.
- ☐ Funding – Our organization requests funding for a project/program.
- ☐ Anticipated Outcome – When we are done, the community need will be minimized or solved.

   TIPS:
- ➢ This section may not exceed **60 words**.
- ➢ Often written last.
- ➢ Must stand on its own.
- ➢ Should be compelling, concise and have a logical flow.

2. **COMMUNITY NEED:**

Please describe the nature, scope and urgency of the need. Please include specific data regarding how this issue impacts our community. Consider answering the following questions:

- ☐ What problem or opportunity do you propose to address?
- ☐ How do you know there is a need for your project/program?
- ☐ What are the indicators/data showing there is a need for your project/program? (Qualitative and Quantitative).
- ☐ How severe is it?
- ☐ How long has it existed?
- ☐ What else is currently being done in our community to address the need?
- ☐ Why should this need be addressed?
- ☐ How does this align with your organization's mission?

   TIPS:
- ➢ This section should be **1 page** in length.
- ➢ Be compelling, but don't exaggerate.
- ➢ Don't assume our Grants Committee has prior understanding of the problem.
- ➢ Focus on the community need, not what your organization needs. *Ex. If your nonprofit needs a new computer, don't tell us why YOU need the laptop, tell us how this new equipment would help your organization better address an issue in the community.*

3. **PROJECT DESCRIPTION:**

Describe the project in detail and explain how your organization will use grant funds. This section should include the following information:

- ☐ Objectives – What are you trying to accomplish?
- ☐ Methods – How will you accomplish it?
- ☐ Organizational Capacity – What do you need to accomplish it successfully?
- ☐ Evaluation Criteria – How will you know your project has made an impact on the community need you are seeking to address? What methods will you use to measure change?
- ☐ Are there quantifiable outcomes for project/program?
- ☐ Are you working with other nonprofits on this project? If so, please explain.

Consider including answers to the following questions:

- ☐ What other partners, if any, are collaborating with you?
- ☐ If applicable, how will you coordinate your work with existing programs?
- ☐ What plans do you have to fund this work in the future?

TIPS:

- ➤ This section should be **1 page** in length.
- ➤ Do not attempt to apply for more than one project with a single application. Each project requires a separate application, or the application will not be considered.
- ➤ Be sure your project has been thought through carefully. The project should be realistic, actionable, and achievable.
- ➤ Consider using examples of how similar projects have worked in similar communities.
- ➤ Be sure this project is not outside the scope of your current mission. Avoid "mission creep".

4. **BUDGET:**

Provide the Grants Committee with a detailed PROJECT BUDGET (not your operating budget or financials). Please use the budget spreadsheet provided by CFTV. Your budget must include the following:

- ☐ Income – List all sources of income your project will require.
  - o <u>Differentiate between funds that you already have</u> **(Secured)** vs. those you have requested **(Pending)**
  - o Multiple sources of income funding indicates that your program/project is using leverage and is supported from more than one source.
  - o Consider listing in-kind donations and volunteer hours to further demonstrate leverage and community support.
- ☐ Expenses – List all expenses your project will require.
  - o Include both hard costs (equipment, advertising, etc.) and soft costs (staff time, scholarships, etc.).

TIPS:

- ➤ Your budget must NET to ZERO. Income and expenses should offset to show you are not anticipating going into debt for this project, nor will you have funds remaining once it is complete.
- ➤ Make sure your budget is mathematically accurate. Triple check!
- ➤ The budget must be consistent with your narrative. Be sure all expenses have been fully explained in the Project Description section.

5. **FINANCIAL INFORMATION:**

In one document, please upload the following financial information about your organization (under the Financial Information Requirements on the application):

- ☐ Organization's Balance Sheet
- ☐ Organization's Profit and Loss from the most recently completed fiscal year.
- ☐ Organization's current operating budget.

6. **FINANCIAL INFORMATION NARRATIVE (optional):** This section provides an opportunity to further explain your organization's financial information in section 5. An example of this could be if your organization was holding funds on its Balance Sheet for an upcoming capital project or very specific expenses.

7. **SUBMIT ONLINE:**

Login or Register as a Grant Administrator to complete the application and upload your Narrative Form, Project Budget Form, and Financial Information.

Grant Selection Criteria. Although not limited to this list, the grant committee will consider the following criteria and factors when reviewing and evaluating applications.

Updated: 1/22/24

2024 Competitive Grant Program

APPLICATION INSTRUCTIONS

Primary Criteria:

1. **Alignment with the organization's mission** – Would the proposed project/program further the organization's mission.
2. **Community Need** – Is there an actual need or is it perceived?
3. **Impact** – What is the predicted quantifiable effect of the proposed project/program? Breadth and/or depth of project/program will have in the community.
4. **Quality of project/program design** – Is it realistic, actionable, and achievable?

Other Factors to Consider:

1. **Funding** – While not required, are there multiple sources of funding?
2. **Collaboration** – While not required, will the proposed project/program be a stand-alone initiative or include other partners?
3. **Organizational Capacity** - Does the organization have the stability and resources to execute its mission? Successful execution of past CFTV grant objectives?
4. **Quality of grant application** – Is the application focused, coherent, and incorporates all required elements?

Sample Scoring Sheet:

Application Scoring Sheet

		Extremely High	High	Moderate	Low	Extremely Low
Primary Criteria	Alignment With the Organization's Mission	5	4	3	2	1
	Community Need	5	4	3	2	1
	Impact	5	4	3	2	1
	Quality of Project/ Program Design	5	4	3	2	1
		High	Low	None		
Factors to Consider	Funding	2	1	0		
	Collaboration	2	1	0		
	Organizational Capacity	2	1	0		
	Quality of Grant Application	2	1	0		

These are used as a guide and are not the sole basis for awarding or declining an application.

Questions? Contact Program Manager, Brian Thysell via telephone at (208) 354-0230, email at bthysell@cftetonvalley.org, or in person at 189 N. Main Street, suite 112, Driggs, ID 83422.

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