



Competitive Grant Program Application Sample

Submit Online when Application Period is Open:

Click **Apply Now** on our website ([Competitive Grants - Community Foundation of Teton Valley](#)) to complete the application during the 3 weeks application period every winter. Below are questions you will find on the application.

Description

The Community Foundation of Teton Valley's Competitive Grant Program provides annual spring funding to qualifying charities that address critical needs within the Teton Valley community. Grant requests typically range from \$1,000 - \$10,000 with an average grant award of \$4,800. Larger awards are considered for collaborative efforts. Funding supports initiatives across a broad range of focus areas.

Grant proposals are reviewed by the Foundation's Grant Committee and evaluated based on demonstrated community need, thoughtful and effective project design, and the potential for measurable and meaningful impact. The criteria below serve as a guide for evaluation and are not the sole basis for awarding or declining funding.

Primary Selection Criteria:

1. **Alignment with Organization Mission** - Would the proposed project/program further the organization's mission.
2. **Community Need** - Evidence that the project addresses a clearly identified and genuine community need.
3. **Impact** - The anticipated, quantifiable outcomes of the project, including its breadth and/or depth of impact within the community.
4. **Quality of Project or Program Design** - Is it realistic, actionable, and achievable.

Additional Factors Considered:

1. **Funding** - While not required, the presence of multiple funding sources may strengthen an application.
2. **Collaboration** - While not required, will the proposed project/program include partners?
3. **Organization Capacity** - Does the organization have the stability and resources to execute its mission? Successful execution of past CFTV grant objectives?
4. **Quality of Application** - The extent to which the application is focused, coherent, and complete. incorporates all required elements and reflects authentic organizational voice. Applications should demonstrate original thought and clarity; obvious reliance on AI tools that diminish accuracy, specificity, or relevance to the organization's work and community context may negatively impact evaluation.

Sample Application Questions:

1. Grant Application Title
2. Request Summary
3. Requested Amount
4. Total Project Cost
5. Project start & end date
6. Contact for Grant Application

7. If this project involves the Teton County School District, have you secured approval from the District for this project?
8. Have all organizations collaborating on this project been informed of their role and agreed to participate?
9. Please list your board members' names.
10. What percentage of your board members have completed nonprofit training in the last 12 months?
11. 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 (300 characters).
- Often written last.
- Must stand on its own.
- Should be compelling, concise, and have a logical flow.

12. 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?
- What research have you done with other organizations who are addressing this 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 (2500 characters max).
- 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.*

13. 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?
- What is your intended impact?
- Methods – How will you accomplish it?
- Organizational Capacity – What do you need to accomplish it successfully?
- What makes your organization especially qualified to tackle this need?
- 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?
- 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 (2500 characters max).
- 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".

14. Project Budget

Provide the Grants Committee with a detailed Project Budget (not your operating budget or financials). Use the table in the application to include the following:

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

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.

15. Which components of the project are essential, which could be modified or phased if necessary, and would this project still move forward without full funding of this grant request?

16. Organizational Financial Narrative

Please provide a narrative snapshot of your finances, we are trying to gauge your financial stability and does this project align with your financial status. Each nonprofit arranges their financial documents a bit differently and this can help the committee understand how you have them arranged. Please address the following elements:

- Financial Context – How does this project fit within your organization's current financial state?
- Operating Results – Has your organization operated with a surplus or deficit in the most recent fiscal year(s)? Briefly explain why.
- Reserves – Does your organization maintain financial reserves? If yes, include: Current reserve amount; whether a reserve policy exists; intended purpose(s) of reserve use; whether reserves are designated for capital campaigns or specific projects
- Major Financial Commitments – Are there significant projects reflected on your balance sheet (e.g., capital campaigns)? If yes, briefly describe and note total project amount.
- Budget Structure – Is your budget primarily operational, or does it include major projects or “below-the-line” program items? If applicable, explain briefly.
- Staffing Capacity – How many full-time equivalent (FTE) paid staff does your organization employ?
- Financial Oversight – Does your organization have a finance committee? If yes, how often does it meet?

TIPS:

- No more than one page long (2500 characters maximum).
- Ensure your narrative aligns with the financial documents submitted.

17. Upload your Organizational Balance Sheet (PDF preferred)

18. Upload your Organizational Profit and Loss from the most recently completed fiscal year

19. Upload your Organizational Operating Budget

20. Optional short answer to explain any needed financial information included in documents above.