**TGFF Grant Application**

**Application Instructions:** In order to enhance our review of each proposal, please keep responses concise and within the application format.

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| --- | --- |
| **Final Proposal Date:** |  |

**Organization Information:**

1. Legal name of your nonprofit organization (and parent organization, if applicable):
2. Legal mailing address:
3. EIN Number:
4. Web address:

**Contact Information:**

1. Name and title of the person submitting this proposal:
2. E-mail address:
3. Phone number:

**Authorizations if awarded:**

1. Name and title of the person authorized to sign a grant contract:
2. E-mail address and phone number if different than above:
3. Name and title of the person authorized to set up ACH deposit / receive funds:
4. E-mail address and phone number if different than above:

**Organization’s Focus:**

1. Mission:
2. Vision:
3. Bullet recent major accomplishments (limit to 3):
4. List of Board of Directors, with relevant affiliations and approximate length of service:
5. Estimate “in kind” hours invested annually by Board Members/Volunteers in support of your organization’s mission:
6. What organizations offer the same or similar services in your region?
7. Does the organization have a strategic plan? If so, please attach.

**Grant Request at a Glance:**

1. Title and summary of the proposal in one brief paragraph (an expanded plan and outcomes will be detailed in the next section).
2. Grant amount requested:
3. Total estimated cost of the project:
4. Is a percentage of these grant funds directed to the blind/visually impaired cause? (This number is for our statistical purposes only)
5. Is your organization working with others to collaborate on the objectives stated in this proposal? If so, please include letters of support from each organization.
6. Who is your grant sponsor? Please describe the level of contact while developing this proposal.
7. TGFF’s Vision: Sustainable Solutions for Independence
Please keep our vision in mind as you complete the narrative. Our review and rating process leans heavily on how effective and potentially successful we see your proposal regarding sustainable solutions for independence for the organization or the population you serve.

**Grant Plan and Outcomes:**

1. Beyond the title and summary above, please provide details to clarify and enhance our understanding of this proposal and its outcomes.
2. Is this a new project?
3. Describe the need that is not currently being met.
4. Project timeline: Insert a table or spreadsheet with all milestones to be accomplished for this project, including realistic start and finish times (month and year).
5. How will you measure your success and impact? If there is a detailed plan, please include.
6. Will there be an ability to meet or grow financial responsibilities by attracting additional dollars?
7. Will there be a new level of independence for your organization or your clients?

**Sustainability:**

1. How does this program address sustainability for your clients or organization?
2. What efforts and resources will be developed for the year beyond TGFF’s funding?

**Organization’s Financials:**

1. Amount of your agency’s endowment, if any:
2. Percentage of annual budget that goes to your national affiliate, if applicable. What amount of this grant will go to your national affiliate?
3. Include the agency budget for the current year.
4. Include a balance sheet for the previous two years. (An audit report may be requested later).

**Grant Financials:**

1. Attach a line-item budget for this project to include:
	1. All anticipated costs as well as revenue for the project to be funded
	2. Line item costs this proposal is asking TGFF to cover
	3. Any “In kind support” items
	4. Projected revenue statement for how additional dollars will be leveraged or matched as a result of this grant

**Should this grant be awarded, the undersigned agrees to the following:**

* Repay any amount not used for the purposes of the grant
* Submit full and complete grant report to TGFF on the manner in which the funds were spent and the progress made in accomplishing the purposes of the grant
* Keep records of receipts and expenditures and make its books and records available to TGFF
* Not use any of the funds to influence legislation or the outcome of elections, or to carry on voter registration drives
* TGFF reserves the right to grant, deny or alter funding at its sole discretion
* The Gibney Family Foundation partners with organizations that represent and participate with diverse groups of people. Accepting the grant funds means your organization also commits to diversity, equity and inclusion.

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Signature of authorizing person

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Name typed

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Title Date

Before final submission please make sure:

* Your family grant sponsor reviews and approves of the final proposal
* The application is signed and dated
* All attachments are included within the same PDF document, excluding audit and strategic plans

After the above is complete, please submit the final grant application to grants@tgff.org and your grant sponsor. If there are questions, please call (802) 846-7567 or contact your grant sponsor.