

**TGFF Mini-Grant Application**

**(For grants $5,000 and under)**

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

**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. What organizations offer the same or similar services in your region?

**Mini-Grant Request:**

1. Grant amount requested:
2. Total estimated cost of the project:
3. What will TGFF grant funds be used for specifically?
4. Is a percentage of these grant funds directed to the blind/visually impaired? (This number is for our statistical purposes only)
5. Who is your grant sponsor and how was your experience?

**Mini-Grant Plan and Summary:**

1. A brief description of the project and the need.
2. What are the intended outcomes and impact as a result of this project?
3. Who and how many will benefit from the project?
4. A brief project timeline with expected start/finish dates.

**Financials:**

1. Provide a specific line-item budget for this grant request
2. Provide the following as an attachment with the grant application:
	1. Your organization’s overall operating budget for the current year
	2. Your organization’s most recent financial statement

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

* Repay any amount not used for the purposes of the grant
* Submit a 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 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 in 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

**CHECKLIST before submitting the final application:**

* Grant sponsor has reviewed and approved the final proposal
* Application emailed to both your grant sponsor and grants@tgff.org
* A short narrative and budget are attached in the same PDF document
* Application signed and dated

 Last revised on 4/6/23