

Organizations seeking funding must submit a single-sided paper copy of the grant application and supporting documents, including:

- ☐ **I. Cover Letter:** Please preface your grant proposal with a 1-2 page cover letter on the organization's letterhead which serves as a summary of your application. The cover letter must include the following:
 - ☐ **A.** A brief description of the request;
 - ☐ **B.** The dollar amount being sought;
 - ☐ **C.** Your organization's fiscal year;
 - ☐ **D.** The timeline during which the requested funds will be utilized;
 - ☐ **E.** Information for the organization's grant proposal contact, including name, title, email and phone number;
 - ☐ **F.** Signatures of the organization's Board President, Board Treasurer and Executive Director/CEO.

- ☐ **II. Narrative Description:** The narrative is a written description of your request and must include the following: (Please limit this section to four pages)
 - ☐ **A.** Mission Statement;
 - ☐ **B.** Organizational History;
 - ☐ **C.** Nature of the funding being sought (e.g., operations, project/program, equipment):
 - ☐ **1.** The perceived need/opportunity and population to be served;
 - ☐ **2.** The results being sought;
 - ☐ **3.** The planned means to achieve results, including strategies, resources and personnel;
 - ☐ **4.** Timeline during which the requested funds will be spent, if awarded;
 - ☐ **5.** Method(s) of evaluating program success.

- ☐ **III. Financial Documents:** Financial documents serve to give us a view into your organization's governance practices and effectiveness. This section should be reviewed by your Board Treasurer (and CFO if applicable). Please provide the following:
 - ☐ **A.** Organization's General Operating Budget for the fiscal year(s) in which the grant funds will be spent; this budget must include all revenue sources and expenses.
 - ☐ **B.** Line-Item Budget of proposed program or project, if other than operating funds are being sought;
 - ☐ **C.** Most recent, reconciled Financial Statements (representing your current fiscal year), including:
 - ☐ **1.** Current Balance Sheet (sometimes known as Statement of Financial Position);
 - ☐ **2.** Prior Year Balance Sheet;
 - ☐ **3.** Current Profit & Loss Statement (sometimes known as Statement of Activities or Operating Statement);
 - ☐ **4.** Prior Year Profit & Loss Statement;
 - ☐ **D.** Most recent Audit, Third-Party Review/Compilation, or IRS Form 990.

- ☐ **IV. Administrative Information:**
 - ☐ **A.** Most recent IRS 501(c)(3) Tax Exemption letter (first-time applicants only);
 - ☐ **B.** List of Board of Directors with contact information and primary organizational affiliation(s);

☐ **C. List of Finance Committee members** (if applicable).

☐ **V. Optional Attachments:** Examples include—Marketing materials, media coverage, letters of support, among others.

Special Notes:

Fiscal Sponsors: Grant applications for fiscally-sponsored projects must be submitted by the “host” organization, and contain requested information relating to both the host organization and the fiscally-sponsored project. The cover letter must set forth the host organization’s willingness to serve as fiscal sponsor. Importantly, the proposal cover letter must be submitted on the fiscal sponsor’s letterhead.

Educational Institution Indirect Costs: The Foundation strongly discourages the addition of Indirect Costs {sometimes known as Facilities and Administrative (F&A) expenses} to project budgets for applications submitted by educational institutions.

The following items are most frequently omitted or missing components:

- Cover Letter
- Financial Documents
- Board Roster
- Most recent audit or IRS Form 990

Incomplete proposals are subject to declination or scheduled for a later meeting pending additional information.

Final Report: Unlike most funders, we do not require an organization to submit a final report from a previous grant before submitting a new proposal. However, if your final report is overdue, please make sure to submit it along with your new proposal.

Please submit one single-sided paper copy of your application. You may either mail in your application or drop it off in our lobby on the 9th floor of the Hinman/Fifth Third Bank Building located at 136 East Michigan Avenue, where there is a drop box for your convenience. Please note, the building hours are 9am-5pm, Monday through Friday. The Foundation does not accept applications online or via email.

Additional questions regarding your application may be directed to:

Kristy Brady
Program Associate
269-342-6411
kristy@isgilmore.org

In accordance with the example and directives of its founder, the Irving S. Gilmore Foundation encourages grant applications from Kalamazoo area nonprofit, tax-exempt organizations whose work benefits or will benefit the community. The Foundation does not make grants to individuals. The Foundation Trustees will make all decisions regarding the funding of proposals without discrimination on the basis of race, religion, color, sex, height, age, sexual orientation, gender identity, weight, marital status, genetic information, disability, military status or national origin of the organization's staff or volunteers. It is expected that all beneficiaries of funding from the Irving S. Gilmore Foundation will adhere to existing state and federally mandated affirmative action/anti-discrimination policies.
