

Uniform Grant Application (UGA)

Forms and Guidance

Contents:

- **Uniform Grant Application Cover Sheet**
- **Uniform Grant Application Narrative**
 - **Program/Project Narrative**
 - **Budget and Attachments**
- **Strategies for a Successful Application**
 - **Tips**
 - **Question-by-Question Guidance**

Applicants MUST contact the foundation(s) they are interested in applying to PRIOR to completing the Uniform Grant Application

A complete Uniform Grant Application should include the following in the order indicated:

- A. **Uniform Grant Application Cover Sheet**
- B. **Uniform Grant Application Narrative**
- C. **Uniform Grant Application Budget and Attachments**

Date of Application: _____

A. Uniform Grant Application Cover Sheet

Name of Foundation Application is being submitted to: _____

Type of Support Requested: _____ operating _____ capital _____ capacity building _____ program

Name of Applying Organization: _____

Year Founded: _____ Current Annual Operating Budget: \$ _____ / \$ _____
Income Expenses

Contact Person/Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (____) _____ Fax: (____) _____ E-mail: _____

Project Name: (if applicable) _____

Total Cost of Project: \$ _____ Amount Requested: \$ _____

Other Sources of Funding for Project: _____

Purpose and Goal(s) of Project: _____

Beginning and End Dates of Project: _____ Geographic Area to be Served: _____

I certify, to the best of my knowledge, that:

- The most current IRS-990 of this organization can be found on GuideStar.
- The tax-exempt 501(c)(3) or other tax exempt or public charity status of this organization is still in effect.
- This organization does not support or engage in any terrorist activity.
- The proceeds of an awarded grant will not be distributed to or used to benefit any organization or individual supporting or engaged in terrorism, or used for any other unlawful purpose.
- If applicable, this organization has received email confirmation that required documents have been submitted to and received by NYS Grants Gateway. Please attach copy of email *or* provide explanation.

Signatures:

Executive Director

Date

President, Board of Directors or other Board Officer

Date

B. Uniform Grant Application Narrative

All organizations **applying** should complete *all* sections of the Application Narrative (*except as noted in Section 3*) and the required attachments. Please refer to the *Strategies for a Successful Application: Tips and Question-by-Question Guidance* form which offers technical assistance to applicants. Please refer to the guidelines of the foundation(s) you are applying to for specific formatting instructions. (font size, margins, etc.)

Section One: Organizational History - (limit response to ½ page)

1. **Provide a brief history of your organization's development and accomplishments. Please include the mission of your organization.**

Section Two: Administrative (limit response to 1 ½ pages)

1. **How have revenue streams to your organization been impacted by recent local, state and/or nationwide financial developments?**
2. **What steps have you taken to manage expenses and revenue?**
3. **What will be different about how you operate during the next year?**
4. **With what degree of certainty does your board believe that the agency is sustainable over the next 2-3 years? On what basis?**
5. **What impact would a partial award have on your proposal?**

Section Three: Need for Program/project (limit response to 1 ½ pages)

1. **Please specify how the requested funds will be applied.**

2. Supply evidence that your [organization] *OR* your [program/project] does not duplicate services provided elsewhere in the region you serve.

STOP! If your request is for *general* operating support: stop here.
Proceed to and complete **Section 5: Evaluation.**

For operating requests to fund a *specific program or project*, and for all other requests, complete the entire application, including questions 3-5 of this section.

PRIOR to completing the UGA, confirm with the foundation what type of support you are applying for.

3. Identify the community need your program/project will address:
4. How was the need determined?
5. Discuss the results of your need assessment.

Section Four: Program/project Description (limit response to 1 ½ pages)

1. Provide a brief summary of the program/project:
2. What is/are the long-term goal(s) of the program/project?
3. What are the short-term, measurable objectives of your program/project that will meet your stated long-term goal(s)?
4. Who will you be collaborating with to meet your stated goal(s) and in what capacity?
5. For each short-term objective, describe the specific activities that will be undertaken, including number of people expected to be impacted, responsible staff and the target-date for completion.

6. If your program/project will continue beyond the period funded by this grant, what are your plans to continue its funding?

Section Five: Evaluation-(limit your response to 1 page)

1. How will you evaluate the success of your program/project? *Or*, of your organization's overall goals for the operating year for which you seek funding?

C. Required Attachments

Please submit the following attachments in the order indicated:

Tax exempt status: Verification of 501(c)(3) tax-exempt or other tax exempt or public charity status (*if requested by foundation*)

Budget: *Select 1 or 2, to correspond with your request. Both may be required. Check with foundation.*

1. Provide an accurate, detailed program/project budget, a requirement of all funders. (Exception: if applying for *general operating only*, not tied to any program, provide only #2.)

Supplemental information may be requested. Your total program/project budget should be broken down into items specified below. As long as your budget is typewritten and contains the required information, you may submit it in a format convenient for you. The information requirements are as follows:

- Specify the budget period (e.g. January 1, 2012-December 31, 2012)
- Specify the requested amount and the total cost of the program/project

Revenue:

(If requested amount is different from the total cost of the program/project, itemize all confirmed and anticipated sources of revenue, and provide a revenue total. Indicate the amount of funds, if any, for this program/project that will be drawn down from your operating budget and/or reserve fund.)

Expenses:

- Itemize your expenses and provide an expense total.

Narrative (if applicable):

- Provide an explanation of any unusual budget items.
- Specify in-kind expenses and donations or matching funds, including volunteer hours to be leveraged. If labor, equipment or supplies necessary to the program/project are being donated, include this amount on both the expense and the revenue side.

1. Provide an *agency* budget (on one page if possible) that shows line items side by side with the following columns, in order indicated:
 - Prior year budgeted
 - Prior year actual
 - Current year budgeted
 - Current year-to-date
 - Next year [preliminary] or [actual] budgeted (If not yet complete, please provide brief statement describing what significant budget changes you anticipate making for the next year)

Financial Statements: Bound copy of the most recent audited financial statement, including management letter (if you are required to perform an audit)

Board list: A complete list of your current board of directors. Be sure to note officers, affiliations and term dates.

Strategies for a Successful Application:

Tips:

What is the purpose of the Uniform Grant Application (UGA)?

The Uniform Grant Application (UGA) has been created to simplify the process of requesting and making grants. The format has been designed to assist grant-seekers with organizing and writing their proposals. The process has been streamlined to eliminate redundancy when applying to participating foundations.

Which foundations are currently participating in the UGA?

The following foundations are currently utilizing the Uniform Grant Application:

The Community Foundation for South Central New York, the Stewart W. and Willma C. Hoyt Foundation, the Conrad and Virginia Klee Foundation, the Roger Kresge Foundation, the George A. and Margaret Mee Foundation and the Dr. G. Clifford and Florence B. Decker Foundation. Other foundations may only require the cover sheet. If the foundation you are applying to is not listed, phone them directly to ask if they are using the UGA.

How should you start?

Grant-seekers must contact the foundation(s) they are interested in applying to in order to determine the eligibility of their proposal PRIOR to completing the UGA.

Know your purpose in applying. Thoroughly research the need for your proposal and be able to articulate the proposal's goals and objectives. Develop a statement of need for your proposal that will be used to "shop" your request to potential funders.

What happens next?

Conduct research to identify foundations that make grants to your type of organization in your geographic area. Make certain the purpose of your proposal fits within a funder's guidelines. Find out about each funder's application process. Some may not want a proposal right away and may want you to begin with a letter of inquiry. If the foundation accepts the Uniform Grant Application and has requested a full-proposal, complete the UGA coversheet, narrative, budget, and attachments.

Participating foundations reserve the right to request additional information when considering applications.

What types of support may be available?

The types of support that are available vary. Please directly contact the foundation(s) you are interested in applying to and/or review their funding guidelines to clarify the types of support they currently offer.

How can you ensure your proposal is the best it can be?

- Take the time to review your completed proposal to make sure it is complete and that you have included all information that has been requested.
- Do **not** include any information that hasn't been requested.
- Be clear and brief.
- It can be difficult to assess the clarity of your proposal when you are very close to the project. Consider having a board member or other associate review and edit your proposal.
- Adhere to page limits.
- Provide any additional information requested by the funder in a timely manner.

Question-by-Question Guidance: This section is meant to offer applicants guidance when completing the Uniform Grant Application Narrative.

Section One: Organizational History

Question 1: The historical overview of your organization is your opportunity to convey your successes and to make the case for why your organization is the right one to implement the proposed project or program. Please include current programs and services. Explain the fit between the organization's mission and the proposed project or program

Section Two: Administration:

Question 1: When answering please consider whether your organization has experienced a decrease or discontinuation of funding from federal, state or local sources. You may also want to include the impact of the economic downturn on your fundraising efforts.

Question 2: Please describe the steps your organization has taken to reduce expenses which may include: layoffs, programmatic cuts, reduced staff travel/training, not filling vacant positions, etc. Also detail the steps you have taken to increase revenue which may include: increased grant-seeking, extra fundraising, special appeals to community members, etc.

Question 3: Please describe how you have altered the operation of your organization as a result of your efforts to reduce expenses and raise revenue.

Question 4: Please describe your board of directors' involvement in and reaction to the operating decisions your organization has made as a result of your efforts to decrease expenses and increase revenue in a declining economic environment. Are they confident that these changes will stabilize your operations? What do they base that confidence on?

Question 5: Describe what modifications, if any, your organization would have to make if your proposal is not fully funded.

Section Three: Need for Program/project

Question 1: Please specify how the requested funds will be applied.

Question 2: Discuss the process undertaken to ensure your proposed program/project does not duplicate existing services provided elsewhere. If similar services are provided, please provide an explanation as to why yours are also needed, or what differences exist between the programs/projects.

STOP! If your request is for *general* operating support stop here.
Proceed to & complete **Section 5: Evaluation.**

For operating requests to fund a specific program or project, and for all other requests, complete the entire application, **including questions 3-5 of this section.**

PRIOR to completing the UGA, confirm with the foundation what type of support you are applying for.

Question 3: Please state clearly and concisely what community need your program/project is seeking to address.

Question 4: The strongest applications will cite *local* data to support their statement of need. Sources for data related to community need can be found on state, county, and municipality websites (e.g. www.gobroomecounty.com, www.ny.gov, www.cityofbinghamton.com) The local United Way (www.uwbroome.org) also has need assessment data as does the Community Foundation for South Central New York (www.donorswhocare.org). Applicants should also consider including information regarding how they've engaged their consumers to receive input regarding need. (e.g. focus groups, need survey, personal interviews, etc.)

Question 5: Discuss the findings of your need assessment process that are most relevant to the program/project you are proposing.

Section Four: Program/project Description

Question 1: Please provide a brief paragraph (not to exceed 250 words) that summarizes the funding request and includes the following information: the general purpose for the grant, the amount of funding requested, a synopsis of the project, and the major outcome(s) to be achieved.

EXAMPLE: The XYZ Neighborhood Project initiative is a comprehensive community project designed to reduce tobacco use through a combination of education and local government policy changes. A grant request of \$15,000 over 12 months will allow the project to target youth ages 10-21 with anti-smoking messages, educational programs. This effort is designed to culminate in the passage of comprehensive indoor clean air acts in XYZ County and to reduce the initiation of smoking in the targeted age group.

Question 2: The goal of your program/project is its major intent, or what you hope to accomplish over the life of the program/project. Please state your goals clearly and make sure they are obtainable. The following are examples of an attainable vs. unattainable goal statement:

- **Attainable:** Students in the XYZ school district will increase their knowledge regarding the health risks of smoking.
- **Unattainable:** To end teen smoking in Broome County.

Question 3: Program/project objectives will outline the steps your organization will take towards accomplishing the program/project goal. In order to aid with evaluation, all program/project objectives should be measurable. What follows are three examples of objectives that are designed to accomplish a program goal:

- **Program/project goal:** Students in the XYZ school district will increase their knowledge regarding the health risks of smoking.
- **Measurable program/project objective:** 85% of students who participate will be able to name four health risks associated with smoking.
- **Measurable program/project objective:** 85% of students who participate will be able to demonstrate one way they can say “no” when offered a cigarette.

- **Measurable program/project objective:** 85% of students who participate will report sharing the information they've learned with a friend or family member.

Question 4: Collaboration to achieve program/project goals is strongly recommended. What organizations will you partner with to carry out your stated goals and objectives? What role will partnering organizations play?

Question 5: Please describe the program activities that your organization and its partners will take on to achieve the program/project stated objectives. If applicable, please include the activity, the number of people you expect to impact, the staff responsible, and the target date for completion.

Question 6: Most grant awards are time-limited in nature. If applicable, please describe the specific mechanisms and/or sources of support you are proposing to achieve the sustainability of your program/project.

Section Five: Evaluation

Question 1: Please describe what methods you will use to evaluate each of your measurable objectives. The following is an example of an evaluation strategy:

- **Measurable program/project objective:** 85% of students who participate will be able to name four health risks associated with smoking.
- **Evaluation Strategy:** This objective will be measured through the development and administration of a pre- and post- test to all participating students.

If requesting general operating funds, how will you know that the short-term assistance has improved your long-term sustainability?