

Uniform Grant Application (UGA) Forms

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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.