

Before completing this application and writing the narrative, carefully review the **Guidelines and Steps to Apply**. Submit your proposal and all the attachments by the deadline. Organizations will be notified in writing that their application has been received and again at the conclusion of the review process.

REQUIRED NARRATIVE AND ATTACHMENTS

Narrative No More Than Four Pages

Please respond to the following items. Please use 12-point type, 1” margins, and cover no more than four (4) single-sided pages. Start each section with these titles to help your reader.

- Proposal request, rationale and how project fits the goals of the fund to which the organization is applying
- Implementation plan, specific activities or methods, and how the grant award will be used
- Specific results expected
- Evaluation plan
- Plans to sustain beyond the grant period, if applicable

Instruction for Renewal Programs

If Greater Worcester Community Foundation has provided funding for this project in the past, please ADD up to one page to the narrative above that discusses proposed changes, enhancements, and rationale for continuing the program.

Checklist for Applications and Enclosures

You must submit all of the following items.

- Application form coversheet
- Narrative (no more than four pages, plus one additional page for renewals)
- Program Budget Summary; form supplied
- Organization operating budget; form supplied
- Current list of board of directors with affiliation (one page)
- Progress report; required for Renewal Applications
- Letters of understanding with collaborators; as applicable
- Relevant supporting materials are optional; please limit to three items
- 501(c)(3) Tax Exempt Letter **OR** Agreement with Fiscal Sponsor AND its 501(c)(3) letter AND contact information, and financial statement (audited or 990)
- Organizations with budgets over \$250,000 should submit an independent auditor's report. Organizations with an annual budget less than \$250,000 should submit an audited financial statement or financial review. If this documentation is not available, a board-approved statement for the most recently completed fiscal year and the organization's most recently filed IRS Form 990 should be provided. For organizations using a fiscal sponsor, the fiscal sponsor's financial material is required.

Make TWO COMPLETE SETS of all of the items in the above checklist.

Do not bind or staple. Do not FAX or e-mail.

Send to:

Grant Applications
Greater Worcester Community Foundation
370 Main Street, Suite 650
Worcester, MA 01608-1738