

## Gulf Coast Fund Sample Application

### Applications Must Include:

1. A two-page proposal answering the questions below. (Proposals over two pages are fine.)
2. Two (2) testimonials or letters of recommendation from constituents or people who are **directly** affected by the program.
3. Organizations that have previously received **two or more** grants from the Gulf Coast Fund: Please complete the section below: **Additional Application Questions for Multiple Grant Recipients**
4. If you are not applying online, you must include a Proposal Summary Sheet, signed by an authorized representative of your organization (use attached "Summary Sheet").
5. Current organization budget (i.e. total annual cost to operate the entire organization) and most recent organization financial statement (if available, this can be an income statement, statement of cash flow, balance sheet, etc.).
6. Project budget. (Please breakdown the costs of the specific project for which you are requesting support, including how you plan to spend the amount requested.)
7. List of board members and their affiliations, and short bio(s) of key project staff or volunteers (if applicable).
8. An organizational newsletter or press clippings (if applicable, **no more than 2-3 pages please**).
9. Copy of 501(c)(3) or (c)(4) IRS letter if you are a nonprofit organization with 501(c)(3) or (c)(4) status. If your organization does not have 501(c)(3) status, you may still be eligible. You can ask another organization with 501(c)(3) status to serve as a "fiscal sponsor" for your project. Please include a letter from the organization that confirms it will act as a fiscal sponsor for your project, plus a copy of the fiscal sponsor's 501(c)(3) IRS letter.

**If you have questions or require assistance with your application please call 123-456-7890 or email [questions@organization.org](mailto:questions@organization.org)**

### Questions to Address in Your Proposal (in 2 pages or more):

1. Describe your organization's vision, mission and recent accomplishments.
2. What are the core principles and values that drive your work?
3. What are the specific issues that your organization will address over the next year?
4. What are the project's goals and objectives?
5. Who from your organization will work on this project? Are they paid or volunteer?
6. What is the timeline to complete this project?
7. How will you define success for your project?
8. If you have an alternative organizational structure, please describe it and your decision-making process.
9. If your organizational budget is over \$250,000 please explain briefly how the Fund's grant would have an impact on this project.

### Submitting Materials:

Online: Applicants are encouraged to apply online at: [www.website.org](http://www.website.org)  
Otherwise please email your application to: [grants@organization.org](mailto:grants@organization.org)

Mail/Fax: If you need to fax or mail additional materials, please email [grants@organization.org](mailto:grants@organization.org) or call 123-456-7890 for instructions.

**PROPOSALS MUST BE RECEIVED BY March 1 at 5:00 pm CST.**

**Gulf Coast Fund for Community Renewal and Ecological Health**  
**SUMMARY SHEET**  
(Complete and attach to Proposal)

Organization Name:

Project Name (if applicable):

Address:

Contact Person:\*

Title:

*\*All correspondence for this grant will be sent to this person.*

Phone:

Alternate Phone:

Fax:

E-mail:

Web site (if any):

\_\_\_\_\_

Amount Requested:

Project Budget (Total cost of this project): \_\_\_\_\_

Annual Organization Budget (Total cost to operate your entire organization):

Years in Operation: \_\_\_\_\_

Organization's Fiscal Year:

Tax Status:    \_\_\_ 501(c)(3)        \_\_\_ 501(c)(4)    \_\_\_ Tax-status pending    \_\_\_ Fiscal Sponsor

Tax ID Number (for your organization or fiscal sponsor):

If you have a ***fiscal sponsor***, please provide the **Organization's Name, Address, Contact Person, Email and Phone number:**

Setting:            \_\_\_ Rural    \_\_\_ Urban    \_\_\_ Both

Scope of Work:    \_\_\_ National    \_\_\_ Regional    \_\_\_ Statewide        \_\_\_ Local

Summary of Proposed Project (Please complete in this space only, 100 words or less):

Name and Title of Authorized Representative:

\_\_\_\_\_ Title:

Signature:

\_\_\_\_\_ Date:

**Additional Application Questions for Multiple Grant Recipients\***  
*(\*Organizations that have previously received two or more grants,  
excluding Emergency Grants)*

Please include your responses below with your other application materials. If you have questions, please don't hesitate to contact us.

Recognizing that the Gulf Coast Fund supports organizations that have often been overlooked by other sources of funding, we do not have a limit on the number of grants an organization can receive (beyond the pre-existing policy of one grant per organization per calendar year). However, any organization that is requesting a third grant or higher from the Gulf Coast Fund must provide answers to the following questions:

1. What other sources of funding have you secured for your organization in the coming year?
2. Information on unsuccessful proposals:

We understand that it may be difficult for your organization to secure foundation grants, especially in this economic climate. But we would like to know about the efforts you have made in this area. Have you submitted grant proposals that were NOT successful? If so, where have you applied? Did they provide feedback/reasons for not being able to fund your work at this time? If so, please share any of the pertinent details (for example, don't fund in your geographic area, don't fund community organizing, felt your budget was too small, etc.).

3. Please share some of your current development plan, including:

- what sources of funding are you targeting: foundations, individuals, others;
- target amounts from each type of source;
- how will you reach out to them: appeal letters, fundraising events, etc.

4. We may request that your organization seek out technical assistance in organizational development and/or fundraising as a stipulation in future grants, understanding that a portion of GCF grant funds may be needed to cover the cost. Is this something your organization would be willing and able to do if asked?

5. For multiple grant recipients, GCF staff or Advisory Group members may request an interview or site visit during the application process. Is this something you would be comfortable with?

## **Grant Criteria**

The following questions will be used in the review of your application:

- ✓ Does this project help to build community power? How does it further human rights, induce social and environmental justice and/or increase equity in a community?
- ✓ Does this project support the collaboration or networking of constituencies?
- ✓ Will this grant leverage greater resources or fill a need that won't be met otherwise?
- ✓ Does the project expand advocacy for an under-recognized issue or unmet need?
- ✓ Does this project promote diverse constituencies coming together around an important cross-cutting issue?
- ✓ Are there any aspects of this project that might be replicable in other communities?

Grant applications that were successful in the past demonstrated the following:

- ✓ It is clear that the project or organization will create social change and further human rights and/or ecological justice.
- ✓ There is a clear statement of the problem/need to be addressed and the applicant shows why this problem is significant to the ecological health, community renewal and/or self determination of the affected community.
- ✓ The project described clearly falls into the Fund's Priority Areas of Funding (see page one of this document for "Priority Areas of Funding").
- ✓ The goals of the project are clearly stated and relate directly to the community challenges identified by the applicant.
- ✓ Project leadership and staff reflect significant participation from affected communities.
- ✓ There is enough planning detail provided to indicate a well thought-out work plan including a timeline, communication goals, and evaluation steps.
- ✓ Accountability to the community has been built in and the applicant indicates how the project will garner community feedback.
- ✓ The applicant provides a realistic budget that makes sense and the numbers add up correctly.