

Prepare to complete your Grant Application

The Ford Family Foundation uses three applications: Good Neighbor Grant, Program Area Grant and Technical Assistance Grant. Applications must be completed online on our website: www.tfff.org.

Requests for Proposals may use custom applications.

Before you complete an application online, review this document. Decide which application you will be completing. Then, gather the information you will need to complete the application online. Each application requires additional attachments. Review the online **Tool Kit** for specific requirements.

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General Information for ALL applications:

Organization information

- Federal Tax ID
- Organization Name
- Organization's mailing address, phone, URL
- Organization Type
- Mission Statement
- Staff and Board Demographics

Contact information

- Contact information for the person who is authorized to sign legal documents on behalf of the organization
- Contact information for the individual who is responsible for the request

Project Information

- Project Title
- Project Purpose
- Funding Area
- Request Amount
- Project Budget
- Project Start and End Date

Youth Protection Policy Information

If your organization serves or works with youth (defined as anyone up to age 18), include the following:

- Describe the specific steps your organization has taken to guard against harm occurring to the youth (ages 0-18) you work with.
- Include a description of activities related to staff/volunteer screening, orientation/training, supervision, program/activity design, facility safety, case management, and reporting/investigation of incidents or allegations.

Good Neighbor Grant

Application Questions

1. **Project description.** Include why it is important for those you serve. Define the population that will benefit by race/ethnicity, age, socioeconomic status and geographic location.
2. **Add additional information.** Include details about your organization or project that you feel is pertinent to this application.
3. **Community support.** Include examples of community support for the project.
4. **Funding info:**
 - Committed funding
 - In-kind contributions
 - Pending funding
 - Planned funding

Required Attachments

- Organization and Project Budget
- Board of Directors roster

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Program Area Grant

Application Questions

1. **Project Description:** Describe your project.
2. **Project Timeline Considerations:** Provide information on key dates such as phases, date funds desired and /or groundbreaking date for capital projects.
3. **Rationale:** Tell us why this project is important for those you serve. Provide details on why you are choosing to engage in the work at this time. If you have data please include.
4. **Project Capacity:** Tell us about the staff who will oversee this work, their qualifications and experience. Also, share with us the reason your organization is the right organization to be doing this project.
5. **Anticipated Results:** Tell us how you are defining success for this project. How will you measure it?
6. **Race Ethnicity:** Provide information about the individuals this project serves.
7. **Age Group:** Provide information about the individuals this project serves.
8. **Community Support:** We believe the most successful projects have strong community engagement and input. Describe for us how you know your local community is behind this project; provide examples of their engagement (in the attached budget forms you will provide the financial details of the community's support).
9. **Long-Term Funding Plans:** We recognize the challenges of finding long-term funding for projects. However, we also want to know what possibilities you see for continuing the work of your project beyond The Ford Family Foundation funding — for example, future funders, annual fundraising events, revenue-producing activities.

Additional information required for support of **capital construction projects only:**

Project Background

- Do you currently have site control? If not, when do you anticipate having site control?
- Provide information on the project manager. How was the project manager selected and what are his/her qualifications?
- What is the status of architectural plans and the bidding process?
- Do you have a strategic plan? If yes, when was it drafted? How often is it updated?

Funding and Long-Term Plans

- Do you have 50% raised? If not, by what date do you expect to have met this funding requirement?
- If you plan to obtain a loan for the project provide information on the dollar amount, loan terms and plans for repayment.
- Provide information on the cost projections, including when they were developed and contingency allocations.
- How will the project be sustained for the long-term?
- Tell us about your plans for funding operating expenses after project completion.

Required Attachments

- Organization and Project Budgets
- Funding Status Report
- Youth Protection Policy
- Board of Directors

Technical Assistance Grant

Application Questions

1. **Select how funds will be used.**
 - Hire external consultant
 - Send staff to training/conference
 - Other (Explain in your project description.)
2. **Briefly describe your project.** If you are planning to hire a consultant/trainer/ outside expert, whom are you hiring and what will they be doing for you? If you will be sending staff to a conference/training, which conference/training will they be attending?
3. **What positive results do you anticipate from this project?** How will this project enhance the capacity of your organization?
4. **Describe the contributions** (cash or in-kind) your organization has made to support this project.

The recipient organization's mission **must align with one of the Foundation program areas:**

- Children, Youth and Families
- Postsecondary Success
- Ford Institute for Community Building
- Community Economic Development

No Required Attachments