



Prepare to complete your Grant Application

The Ford Family Foundation uses three applications: Program Area Grant, Good Neighbor 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.

General Information for ALL applications:

Organization information

- Federal Tax ID number
- Organization Name
- Organization's address, phone, fax , URL
- Date of inception
- Mission statement
- Number of paid full-time staff, part-time staff
- Number of volunteers per year

Contact information

- Organization's Director information: name, title, email
- Primary contact for the grant request: name, title, email, mailing address, office phone, cell phone

Project Description

- Project Title
- Primary geographic area served

Budget & Timeline

- Total project budget
- Request amount
- Percentage of this request to the total project budget
- Project start and end dates
- Date funds needed

Program Area Grant

Application Questions

1. **Describe the goal** of your organization, your main programs or activities, your organization's most important accomplishments/outcomes, and what is unique about your organization.
2. **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.

3. Provide **a description of your proposed project** or program, including the following:
 - a. The specific goals, outcomes and measures of success
 - b. Why this project is important for your community, county, region or the state.
 - c. The degree to which it is research and/or evidence-based
 - d. How it meets the mission of The Ford Family Foundation and the objectives of the specific Ford Family Foundation Program for which you are applying
 - e. The population that will benefit by race/ethnicity, age, socioeconomic status and geographic location

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Program Area Grant: *Continued from previous page*

4. Explain why your organization **qualifies** to do the work you are proposing, including:
 - a. The people who will lead and carry out the work and their qualifications
 - b. How this project fits within your organization's strategic plan/business plan
 - c. What the grant funds will allow you to do differently or more effectively
 - d. The impact this project would have on your organization
 - e. Any other organizations or individuals who are collaborators in this endeavor
5. Requests for support of **capital construction projects only**:
 - a. Do you currently have site control? If so, clarify: ownership, long-term lease, etc.
 - b. Provide information on the project manager and why he or she is qualified to oversee this project.
6. List **additional information** about your organization or project that you feel is pertinent to this application.
7. Describe the **finances and budget** for the proposed work.
 - a. How the grant funds will be used
 - b. Timeline of when funds are needed
 - c. Evidence of community support for and engagement in the program or organization
 - d. Other funders
 - e. The plan for sustainability of the project or program

Required Attachments

- Budget
- Funding Status Report
- Financial Statements for past two years
- Board of Directors roster

Good Neighbor Grant
Application Questions:

1. **Describe your organization**, your main programs or activities, and what is unique about your organization.
2. **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.

3. **Provide a description of your proposed project or program**, including why it is important for your community. Define the population that will benefit by race/ethnicity, age, socioeconomic status and geographic location.
4. **Describe how the grant funds will be used.** Include evidence of community support for the project or program.
5. **Add additional information** about your organization or project that you feel is pertinent to this application.
6. **Funding info:**
 - Committed funding
 - In-kind contributions
 - Pending funding
 - Planned funding

Required Attachments

- Budget
- Board of Directors roster

Technical Assistance Grant

Application Questions

1. **Select how funds will be used.**
 - a. Hire external consultant
 - b. Send staff to training/conference
 - c. 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

Questions?

Contact **Grants Management**, (541) 957-5574
or email: GrantsManagement@tfff.org

Updated January 23, 2018