

# Nonprofit Organization Grant Template

## Organization Information

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tax ID / EIN: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

## Grant Request Details

Program/Project Name: \_\_\_\_\_

Brief Description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

Intended Use of Funds:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project Start Date: \_\_\_\_\_

Project End Date: \_\_\_\_\_

## Organizational Background

Mission Statement:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Year Established: \_\_\_\_\_

Key Activities/Programs:

\_\_\_\_\_  
\_\_\_\_\_

## Budget Overview

**Total Project Budget:** \$ \_\_\_\_\_

**Other Sources of Funding:**

- \_\_\_\_\_ \$ \_\_\_\_\_
- \_\_\_\_\_ \$ \_\_\_\_\_
- \_\_\_\_\_ \$ \_\_\_\_\_

**Requested Grant as % of Total:** \_\_\_\_\_

**Evaluation & Reporting**

**Success Criteria:**

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**Reporting Plan:**

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**Authorization**

I hereby certify that the information provided is true and complete to the best of my knowledge.

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name & Title:** \_\_\_\_\_

**Important Notes**

- Ensure all information is accurate and up-to-date before submission.
- Clearly link the requested funds to the stated goals and outcomes of your project.
- Include all necessary supporting documentation if required by the grantor.
- Track deadlines and tailor each application for the specific grant opportunity.
- Keep a copy of every application submitted for organizational records.