

Standardized Grant Request Template

Organization Details

Organization Name

EIN / Registration Number

Organization Address

Contact Person

Contact Email

Phone Number

Project/Program Information

Project/Program Title

Project/Program Summary

Requested Amount

Total Project Budget

Project Dates

Start - End

Statement of Need / Problem Statement

Goals & Objectives

Project Activities & Timeline

Expected Outcomes / Impact

Evaluation Plan

Organization Capacity (Qualifications/Experience)

Budget Overview

Brief Budget Narrative/Breakdown

Attachments (Optional)

- IRS Determination Letter / Nonprofit Status
- Board of Directors List
- Financial Statements
- Project Budget Sheet