



Your guide to our online grant application.

A sample of what you'll be asked online.

Please note: this is a general overview of an application. Questions may appear in more detail on the site. Some applications may require different or additional information as part of their grant review.

Check here once
section completed

- Registration**
Organization • Federal ID Number • Address • Phone
Executive Director Contact • Applicant contact, if different
- Organizational Background Information**
Date established • Number of full-time employees
Number of volunteers • Brief description of organization's mission and purpose with description of population served and principal geographic area of service.
- Organizational Financial Information**
What are the dates of the organization's fiscal year?
Total the agency has in Endowment or Reserve Funds
Total operating expenses for the past fiscal year and current budget
Approvals of governing body and an equal opportunity policy?
- Project Information**
Project Title • Project Budget • Amount Requested • When needed?
Project Start Date/End Date
Describe who will directly benefit from project
- Project Narrative**
Identify the problem or need to be addressed
Identify the project goals and/or desired outcomes
Identify the proposed strategy to accomplish project goals/outcomes
Is this a new or ongoing activity?
Identify other principal sources of support
How will you publicly acknowledge the fund should you receive a grant?
- Attachments/Uploaded Documents**
You will be asked to upload applicable attachments as part of your application: organization budget, organization financial statements, list of board officers and directors, your agency's Form 990.
- Project Budget** A separate budget that is *project specific*.

Tips and tools.

Print this out as you prepare your grant for a quick checklist of your progress.

The first screen you will see is a log-in page. You will need to set up an account with a password to proceed.

If your organization or school is not a registered 501(c)3, please call the Grants Manager at (608) 758-0883 to verify eligibility. Please note: your brief description is for your overall agency not just this project.

This is the actual overall finances for your organization, not this project's budget. We just require a Yes or No answer to your EEOC policy and if your board approves of you applying for this grant.

Tell us the basic who, what, when, etc. of this proposal. You simply enter totals here. Full narrative follows. Total budget is often different than the amount requested, especially if you have additional sources of funding support.

This is the guts of your application that should detail what you are trying to accomplish in the end, and shouldn't be an explanation of just why you need funding for it. What will be your project's end result? Who will benefit from it and how? How will you achieve that? Why is this needed? This is your chance to "sell" your proposal by describing its impact.

You will need to supply a **project budget**. This is a separate budget than your over organizational budget. Start by showing your total project budget, and include other revenue sources (income), including the amount of your grant request and a list of your spending needs (expenses.) Have your required attachments ready to upload and lastly, double check your application as there is no going back to it once you hit submit.