





# Program/Grant Application Form

Population served: \_\_\_\_\_

Geographic area served: \_\_\_\_\_

Funds are being requested for (check one):

_____	General operating support	_____	Start-up costs	_____	Capital
_____	Project/program support	_____	Technical assistance	_____	Other (list) _____

Project dates (if applicable): \_\_\_\_\_ Fiscal year end: \_\_\_\_\_

## Budget

Dollar amount requested:	\$ _____
Total annual organization budget:	\$ _____
Total project budget (for support other than general operating):	\$ _____

## Authorization

Name and title of director/board chair: \_\_\_\_\_

**Signature** \_\_\_\_\_



## Program/Grant Application Form

### PROPOSAL NARRATIVE

Please provide the following information on an additional piece of paper. Your application must be typed and stapled to this packet. **Please note Valley CAN cannot grant fund for staff time, salaries, consultants or overhead.**

#### I. ORGANIZATION INFORMATION

- A. Brief summary of organization history, including the date your organization was established.
- B. Brief summary of organization mission and goals.
- C. Brief description of organization's current programs or activities, including any service statistics and strengths or accomplishments. Please highlight new or different activities, if any, for your organization.
- D. Your organization's relationship with other organizations working with similar missions. What is your organization's role relative to these organizations?
- E. Number of board members, full-time paid staff, part-time paid staff and volunteers.
- F. Additional organization information required by each individual funder.

#### II. PURPOSE OF GRANT

Complete Section A below and move to Part III - Evaluation.

#### **B. All Other Proposal Types**

1. Situation
  - a. The opportunity, challenges, issues or needs concerning clean air quality and the community that your proposal addresses.
  - b. How that focus was determined and who was involved in that decision-making process.
2. Activities
  - a. Overall goal(s) regarding the situation described above.
  - b. Objectives or ways in which you will meet the goal(s).
  - c. Specific activities for which you seek funding.
  - d. Who will carry out those activities.
  - e. Time frame in which this will take place.
  - f. How the proposed activities will benefit the community in which they will occur, being as clear as you can about the impact you expect to have.

- A. Please describe your criteria for success in contributing to help achieve cleaner air. What do you want to happen as a result of your activities? You may find it helpful to describe both immediate and long-term effects.
- B. How will you measure these changes?
- C. Who will be involved in evaluating this work (staff, board, constituents, community, consultants)?
- D. What will you do with your evaluation results?



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### ATTACHMENTS

The following attachments are required:

1. Finances

- Project Budget, including income and expenses (if not a general operating proposal).
- Additional funders. List names of corporations and foundations from which you are requesting funds, with dollar amounts, indicating which sources are committed or pending.

2. List of board members and their affiliations if applicable.

3. Brief description of key staff, including qualifications relevant to the specific request.

4. If applicable, a copy of your current IRS determination letter (or your fiscal agent's) indicating tax-exempt 501(c)(3) status.

### PROPOSAL CHECKLIST

- Cover letter.
- Cover sheet.
- Proposal narrative.
- Organization budget.
- Project budget (if not general operating grant).
- List of additional funders.
- List of board members and their affiliations.
- Brief description of key staff.
- IRS determination letter.
- Confirmation letter of fiscal agent (if required).



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### ORGANIZATION BUDGET GUIDE

This format is optional and can serve as a guide to budgeting. If you already prepare an organization budget that contains this information, please feel free to submit it in its original form. Feel free to attach a budget narrative explaining your numbers if necessary.

### INCOME

<u>Source</u>	<u>Amount</u>
<i>Support</i>	
Government grants	\$ _____
Foundations	\$ _____
Corporations	\$ _____
United Way or other federated campaigns	\$ _____
Individual contributions	\$ _____
Fundraising events and products	\$ _____
Membership income	\$ _____
In-kind support	\$ _____
Investment income	\$ _____
 <i>Revenue</i>	
Government contracts	\$ _____
Earned income	\$ _____
Other (specify)	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>Total Income</b>	<b>\$ _____</b>

### EXPENSES

<u>Item</u>	<u>Amount</u>
Salaries and wages	\$ _____
Insurance, benefits and other related taxes	\$ _____
Consultants and professional fees	\$ _____
Travel	\$ _____
Equipment	\$ _____
Supplies	\$ _____
Printing and copying	\$ _____
Telephone and fax	\$ _____
Postage and delivery	\$ _____
Rent and utilities	\$ _____
In-kind expenses	\$ _____
Depreciation	\$ _____
Other (specify)	\$ _____
_____	\$ _____



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<hr/>	\$
<hr/>	<hr/>
<b>Total Expense</b>	<b>\$</b>
<b>Difference (Income less Expense)</b>	<b>\$</b>
	<hr/>



## Program/Grant Application Form

### PROJECT BUDGET GUIDE

This format is optional and can serve as a guide to budgeting. If you already prepare project budgets that contain this information, please feel free to submit them in their original forms. Feel free to attach a budget narrative explaining your numbers if necessary.

#### INCOME

<u>Source</u>	<u>Amount</u>
<i>Support</i>	
Government grants	\$
Foundations	\$
Corporations	\$
United Way or other federated campaigns	\$
Individual contributions	\$
Fundraising events and products	\$
Membership income	\$
In-kind support	\$
Investment income	\$
 <i>Revenue</i>	
Government contracts	\$
Earned income	\$
Other (specify)	\$
	\$
 <b>Total Income</b>	 <b>\$</b>

#### EXPENSES

<u>Item</u>	<u>Amount</u>	<u>%FT/PT</u>
Salaries and wages (breakdown by individual position and indicate full- or part-time.)	\$	
	\$	
	\$	
	\$	
	\$	
<b>SUBTOTAL</b>	<b>\$</b>	
Insurance, benefits and other related taxes	\$	
Consultants and professional fees	\$	
Travel	\$	
Equipment	\$	
Supplies	\$	
Printing and copying	\$	
Telephone and fax	\$	
Postage and delivery	\$	
Rent and utilities	\$	



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In-kind expenses	\$
Depreciation	\$
Other (specify)	\$
	\$
<b>Total Expense</b>	<b>\$</b>
<b>Difference (Income less Expense)</b>	<b>\$</b>



## **Program/Grant Application Form**

**Mail this application along with all attachments to:**

**Valley CAN  
Attn: Cristina Dayton  
1215 K Street, Suite 2100  
Sacramento, CA 95814**

**If you have any questions about this application, please contact Cristina Dayton at 916-325-2905 or [cristina.dayton@porternovelli.com](mailto:cristina.dayton@porternovelli.com)**

**Valley CAN Website:**

**[www.valley-can.org](http://www.valley-can.org)**