



Helping Hands Grant Application Questions

You will be applying for the Helping Hands Grant through our online third-party vendor, Common Grant Application. The online application does not allow you to view all of the questions in advance, so we've provided an outline below of the questions you'll need to answer to help prepare your grant writing process.

Contact Information:

1. Grant Contact
2. Fiscal Agent Contact (if you are using a fiscal sponsor)

Organization:

1. Mission / Organization's Purpose
2. Year Established
3. Organization Type
4. Current Annual Operating Budget
5. Staff Size/Number of Volunteers
6. Population Served
7. Do any other organizations in the community serve a similar purpose? If so, please list them and explain how your organization is different.
8. Leadership Structure
9. Financial Health

Documents You Will Need to Upload:

- Tax Determination Letter
- Current Budget with Actuals
- Balance Sheet
- Last Year's Income Statement
- Board of Directors List
- Fiscal Sponsor materials if necessary
- Optional: Bids related to equipment, materials, services that will be purchased with requested funds.

Program Questions:

1. Name of program/project for which you are requesting funds
2. Why is your organization seeking a Helping Hands Grant from the Community Foundation at this time? You will be required to address the following:
 - What the funds support?
 - Why didn't you anticipate this need in your operating budget?
 - How will this award assist or advance your organization?
 - What is the proposed time frame for expenditure of the funds?
(2,000 character limit)
3. Evaluation Plan: Is there a plan to monitor and evaluate the effectiveness of the program?
4. Program Budget: You will need to provide income and expenses related to the program.

Amount Requesting: \$ _____

Verification / Signature
