

The Assisi Foundation of Memphis, Inc.
Application Process

For General Grants

(Scroll down for application process for mini grants)

To apply, agencies should (1) complete the one-page application cover sheet and (2) submit a document that includes:

A. **Narrative:** Limit to eight (8) pages. Please use these headings, subheadings and numbers. If a question does not apply to your organization, please indicate that with “N.A.”.

Organizational Information

- Brief summary of organization's history, mission and goals
- Description of current programs and accomplishments
- Population the agency benefits: socio-economic status; language; age; physical abilities and/or other descriptions, as appropriate; and how your organization involves them in its planning process
- How this agency uses volunteers. Differentiate between board members, program, and office volunteers.
- How this agency works with other agencies providing similar services.

Purpose of this grant

- Statement of community needs/issues to be addressed; description of target population to benefit.
- Description of project goals for which funds are being requested
- Project description, including objectives, activities, timeframe, number served and frequency. Outline the strategy/methodology and timeline to be used in the development and implementation of the program.
- Description of how the people expected to benefit from this project have been or will be involved in its development and implementation.
- Description of how this project/program enhances the existing services in the community
- Description of how you plan to evaluate the success of the project, including outcomes and results
- Description of how evaluation results will be used for program planning—for both the organization and for others doing similar work.
- Long-term strategies for funding this project beyond the grant period.

B. **Budget/Financial Information:** Provide the dates each document covers.

- Budget for this grant request showing income and expenses
- Listing of the funding sources for this request (foundations, corporations, others) solicited for this request for current year, and, if this is not a new project, for previous years indicate the amounts requested and status of your proposal with each one
- Organization's annual operating budget and actual year-to date income and expenses for current year. Align these side by side. Please also include funders, amounts granted and purpose of grant..
- Most recent 990 and annual financial statement (audited, if available) and management letter (if available).

C. **Other Supporting Materials**

- List key individuals involved in the project; brief summaries of their qualifications (no resumes, please)
- Organizational chart
- Board membership list with names and affiliations
- Copy of IRS determination letter and/or explanation of your tax exempt status x Annual Report (one copy)
- Letters of agreement, if this is a collaborative proposal (not letters of support)

Application Process For Mini-Grants

To apply, agencies should (1) complete the one-page application cover sheet and (2) submit a document that includes:

A. **Narrative:** Limit to five (5) pages.

Use these headings, subheadings and numbers.

If a question does not apply to your organization, please indicate that with “N.A.”

Organizational Information

- Brief summary of organization's history, mission and goals
- Description of current programs and accomplishments
- Population the agency benefits: socio-economic status; language; age; physical abilities and/or other descriptions, as appropriate; and how your organization involves them in its planning process.

Purpose of this grant

- Description of project goals for which funds are being requested
- Description of how this project/program enhances the existing services in the community
- Description of how you plan to evaluate the success of the project, including outcomes and results
- Description of how evaluation results will be used for program planning—for both the organization and for others doing similar work.

B. **Budget/Financial Information:** Provide the dates each document covers.

- Budget for this grant request showing income and expenses
- Listing of the funding sources for this request (foundations, corporations, others) solicited for this request for current year, and, if this is not a new project, for previous years indicate the amounts requested and status of your proposal with each one.
- Most recent 990 and annual financial statement (audited, if available) and management letter (if available).

C. **Other Supporting Materials**

- List key individuals involved in the project; brief summaries of their qualifications (no resumes, please)
- Organizational chart
- Board membership list with names and affiliations
- Copy of IRS determination letter and/or explanation of your tax exempt status
- Letters of agreement, if this is a collaborative proposal (not letters of support)