



THE KNIGHT FAMILY CHARITABLE FOUNDATION

GRANT APPLICATION FORM	
Date of Application:	
Legal Name of Organization:	
Executive Director:	
Contact Person/Title:	
Email:	
Organization Website:	EIN:
Address:	
City, State, Zip:	
Telephone Number:	Fax Number:
Project Name:	
Purpose of Grant:	
Beginning and Ending Project Dates:	
Amount Requested:	Total Project Cost:
Check One: <input type="checkbox"/> General Support <input type="checkbox"/> Project Support	
Total Organizational Budget (for current year):	
Dates covered by this budget:	
Is your organization an IRS 501(c)(3) not-for-profit? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>Please return completed forms to: The Knight Family Charitable Foundation, Inc. 74 Passaic Street, Ridgewood, N.J. 07450 Attn: Debbie M. Janof, Grants Administrator</p>	

GRANT APPLICATION NOTES

Please structure your proposal to provide the following information in the order indicated. Use the headings, subheadings, and numbers provided in your own word processing format to address the questions and issues posed in the outline. The questions reflect the general interests and concerns of grant makers, but are not intended to be conclusive. Additional information pertinent to your project should be included. Be thorough yet strive for brevity. Although tightly written proposals are preferred, take the space you need to make your case.

1. Organization information

- Summarize your organization's history.
- State the organization's mission and goals and the population that your agency serves, including geographic location, socioeconomic status, race, ethnicity, gender, sexual orientation, age, physical ability, and language.
- Outline current programs and activities.
- Highlight organizational accomplishments.
- Number of paid full-time staff; number of paid part-time staff; number of volunteers.
- Your organization's relationships – both formal and informal – with other organizations working to meet the same needs or providing similar services.
- Please explain how you differ from these other agencies.

2. Purpose of Grant

- If applying for general operating support, briefly describe how this grant would be used.
- Describe the proposed program or project.
- Identify the needs, problems, and/or opportunities to be addressed. What are the challenges to the project? Who else in the specified area is addressing this issue?
- Identify the target population / geographic community served and how they will benefit. How will you reach this community?
- Explain how the project contributes to and/or impacts the community.
- What are the goals of the project? What methods will you use to achieve the objectives?
- Outline the key staff and volunteers' qualifications and experience critical to the project
- Identify other organizations and/or partners participating in the project and their roles.
- Provide a timetable for the project.
- Identify long-term funding resources for the project. How will the project be sustained?



3. Evaluation

- Describe the plan for evaluation. For instance, how will evaluation results be used and/or disseminated? Who will be involved in the evaluation?
- Please explain how you will measure the effectiveness of your activities. Describe your criteria for a successful program and the results you expect to have achieved by the end of the funding period.

4. Attachments

- Copy of the current IRS determination letter indicating 501(c)(3) tax-exempt status.
- Copy of the Applicant's most recent Form 990 filed with the IRS.
- List of Board of Directors including affiliations, tenures, and terms. What percentage of the Board of Directors financially supports the organization?
- Annual Report (if available).
- Organizational financial statements: financial statements from the last two (2) fiscal years (audited if possible) and current operating budget for the organization (expenses and income).
- Project financial statements: two-year project budget (expenses and income).
- List of other funders and/or potential funders, foundation and corporate supporters and amounts committed or requested for the specified project and all other sources of income, with amounts, for your current and most recent fiscal year.
- A list of all sources of income toward the project, actual and prospective with amounts.
- List the foundations, corporations, and other sources that you are soliciting for funding and, to the best of your knowledge, the status of your proposal with each.