

Pullman Community Grant Program – Sample Questions

Please note that this document is for informational purposes only, and there may be slight differences between this document and the official online application.

Applications must be submitted via the online application process on our Web site, www.inwcf.org.

- 1) Applicant Organization Name
- 2) Legal Name of Organization, if different
- 3) Applicant Organization Mailing Address
- 4) City
- 5) State
- 6) Zip Code
- 7) County in which Applicant Organization is Located
- 8) Website Address of Applicant Organization
- 9) Executive Director/CEO Name
- 10) Executive Director/CEO Actual Title
- 11) Executive Director/CEO Phone
- 12) Executive Director/CEO Email
- 13) Contact Person for this Application, if different from Executive Director/CEO
- 14) Contact Person
- 15) Contact Person
- 16) Contact Person
- 17) Are you using a fiscal agent or are you acting as a fiscal agent for another organization?
(A fiscal agent is a separate organization that agrees to accept and be responsible for grant monies on your behalf.)

18) If using a fiscal agent, please list the name of the fiscal agent organization, address, phone number, employer identification number and the name of a contact person with the fiscal agent.

19) If you are acting as a fiscal agent, please provide the name, address, phone number, employer identification number and the name of a contact person from the organization for which you are acting as fiscal agent.

20) If a fiscal agent relationship exists, please provide a signed letter from the fiscal agent organization that confirms your relationship.

21) Briefly describe your organization's mission and current programs. Please include the year your organization was established. Please limit your reply to 300 words.

1) Describe the program/project for which you are seeking funds and the time period in which the funds will be used. Explain why this program/project is important to your organization and how Foundation funding at this time will help you accomplish your mission and current goals. Please limit your reply to 550 words.

2) Please identify the specific activities that will take place or specific services that will be provided during the grant period. Include a timeline to illustrate when the activities or services will take place. Please limit your reply to 250 words.

3) Please describe the need or opportunity you are trying to address with this program/project. Explain why this program/project is critical at this time. Please limit your reply to 220 words.

4) Describe the target population and the number of people who will be served by the program/project, both directly and indirectly. Include information about the geographic area this program will serve. Please limit your reply to 300 words.

5) Identify the goals and objectives of the program/project, including any changes or benefits that are anticipated. Describe how you will measure and evaluate the success of this project. Please limit your reply to 300 words.

6) Describe your evaluation plan for the proposed work. Please limit your response to 250 words.

1) Describe what your organization has done to prepare for this program/project. Please limit your reply to 250 words.

2) Identify any organizations you will collaborate with on this program/project. Please limit your reply to 150 words.

3) Describe the efforts you have undertaken/will undertake to raise any additional funds or in-kind support required to implement the program/project. Describe your plans, such as changes in scope or delays in program/project implementation, if you are unable to obtain all required funding. Please limit your reply to 150 words.

4) If this is an ongoing project, please describe how your organization will cover the expenses of this program after the grant period. Please limit your reply to 150 words.

5) Please provide any other information necessary to better understand your proposal and its anticipated outcomes. Please limit your reply to 150 words.

1) Program/Project Budget: Please upload a budget for the specific program/project for which you are seeking grant funds.

2) Budget Narrative: Use this space for any explanatory information that would help us better understand your organization's program/project budget, including descriptions of in-kind donations, explanation of specific budget items and how the amount of specific items was calculated or determined. Describe what you have done/will do to raise additional funds needed for this program/project. Please limit your reply to 150 words.

3) Organization Operating Budget: Please provide an organizational budget.

4) Please upload a current list of board members, including affiliations and years of service on the board.

5) Please upload a list of key staff and describe their positions relative to the program/project.

6) Please upload current financial statements for the organization, including a Revenue and Expense Statement (also called Profit and Loss Statement) that indicates changes in net assets and statements of activity; and a Balance Sheet (also called an Assets and Liabilities Statement) that indicates the financial position of the organization.