



Missouri

COMMON GRANT

APPLICATION

Version 2.0

Short Form

Please Note:

- There are three parts to the Short Form. Please complete all three:
 - Cover Sheet
 - Overview of Funding Request (3-page maximum)
 - Required Attachments

The Common Grant Application (CGA) Short Form was developed to facilitate the application process for grantmakers and grantseekers. A companion CGA User Guide is available on the Gateway Center for Giving website (www.centerforgiving.org).

To the Grantseeker: Grantmakers who accept the CGA Short Form will host this form on their respective websites; some grantmakers may have modified versions of the CGA Short Form. Please keep in mind that every grantmaker has different guidelines and priorities, as well as different deadlines and timetables. Any funder that has agreed to accept this form may request additional information at any stage in the proposal process.

Guidelines:

- Applicants should perform their own research to determine the foundations and corporations that make grants to your type of organization, in the geographic area in which you function, and for your field of interest.
- Visit the grantmaker's website to obtain a copy of funding guidelines from each individual grantmaker for each application you plan to submit. Each grantmaker has different guidelines for using this form and requires different attachments. Determine how the application should be submitted and the number of copies required.
- Do not submit handwritten proposals.
- Answer all the questions unless otherwise instructed by the grantmaker.
- Do not include any materials other than those specifically requested.
- Check with the individual grantmaker to find out how they would like this form to be submitted.

Access the CGA User Guide for the following information:

- Background on the Common Grant Application
- Frequently Asked Questions
- Glossary of Terms
- Proposal Writing Tips
- Guide to each question asked in this application, including examples on how to best answer each question

Resources:

- Missouri Common Grant Application Orientations, presented by the Gateway Center for Giving and Network for Strong Communities (NSC) (scheduled periodically throughout the year)
- The [Grants and Foundation Center](#) at the St. Louis Public Library Central Branch
 - Foundation Center resources can also be accessed at the Kirkwood Public Library and the St. Charles Public Library
- Foundation Center [Guide to Proposal Writing](#)

Common Grant Application Short Form Cover Sheet					
Grantmaker to whom this application is submitted:					
Application date:					
Organization's legal name: (as shown on IRS Letter of Determination)					
Doing business as: (if different from legal name)					
EIN #:					
Address:					
City:		State:		ZIP code:	
Org. Telephone #:		Org. Fax #:			
Org. Website:		Org. Email Address:			
Executive Director: (or top executive)	(Please include prefix and title)	Phone #:			
		Email address:			
Main contact(s) for this proposal:	(Please include prefix and title)	Phone #:			
		Email address:			
Board President:		Phone #:			
		Email address:			
Organization's tax exempt status/IRS designation (e.g., 501(c)(3), 501(c)(9), etc.)	(Attach a copy of the IRS Letter of Determination. NOTE: this is not the state sales and use tax exemption certificate. If there has been a name change, provide copies of the amended state certificate of incorporation and amended IRS Letter of Determination.)				
If not a 501(c)(3) nonprofit, then who is the fiscal agent?	(Attach a copy of the written agreement from fiscal agent plus fiscal agent's contact information and EIN.)				
Organization's mission statement:					
Type of request (check one): Note: not all funders support each type of request. Check with individual grantmaker.					
☐ Capacity Building Support			☐ Program/Project Support ☐ New Project ☐ Existing Project ☐ Expansion of Existing Project		
☐ General Operating Support			☐ Other (explain)		

Project/campaign name: (if general operating please indicate)			
Proposal summary: In 100 words or less summarize the purpose of this request.			
Funding period requested: (be specific)	/ / through / /	Amount requested:	\$
Total project budget for this period: (not required if general operating request)	\$	Organizational annual budget:	\$
Organization fiscal year:	/ / through / /		
Geographic area(s) served: (include specific counties)			
(For this project. If general operations support, for this organization.)			

Does your organization receive funding from a giving federation? Please list all that apply. (e.g., United Way, Arts and Education Council, Jewish Federation)	
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Agreement
<i>I certify, to the best of my knowledge, that all information included in this proposal is correct. The tax exempt status of this organization is still in effect. If a grant is awarded to this organization, then the proceeds of that grant will not be distributed or used to benefit any organization or individual supporting or engaged in unlawful activities.</i>
<i>In compliance with the USA Patriot Act and other counterterrorism laws, I certify that all funds received from this funder will be used in compliance with all applicable anti-terrorist financing and asset control laws, statutes, and executive orders.</i>

Signature & Title of Authorized Representative (e.g. Executive Director)

Date

Important! Please continue onto Page 4 for additional Short Form requirements.

In a maximum of three pages, please include:

1. Brief summary of organization's history and brief description of previous year's accomplishments.
2. Purpose of this funding request. Please describe:
 - a. Community/client needs or problems that will be addressed by this project AND 3-5 strengths of the community/clients your organization serves. *(See User Guide, Section C, Questions 5 & 6 for more information).*
 - b. The target population, number of individuals, and geographic area that will benefit from this proposal.
 - c. What your organization hopes to accomplish (outputs and/or outcomes).
 - d. How your organization intends to accomplish the above.
3. If applicable: Names and brief description of roles of partners on this project.

Required attachments:

1. Project budget using the CGA budget template provided. *(NOTE: check both tabs of the spreadsheet).*
2. Organization's annual budget.
3. IRS Letter of Determination.