Grant Application

Instructions: All applications for funding should be submitted in 12 point font, single-spaced with 1 inch margins. The application should consist of a cover letter, proposal narrative, and attachments. Please direct any questions to akodeck@mileone.com.

**I. Cover Letter**

Include on your organization’s letterhead, a cover letter that contains the following information:

1. Briefly explain the purpose of the request and the dollar amount requested.
2. Explain how your organization’s proposal fits with the Wheels for Change mission and grantmaking interests.
3. Provide the contact person’s name, title, daytime telephone number, E-mail address, and fax number.
4. The letter is to be signed by the board president or chairperson to demonstrate approval of the request.

**II. Proposal Narrative** (maximum of 6 pages)

The following outline is a guide to the information to be provided in the request narrative.

**A. Organizational Background**

1. Provide one to two paragraphs that succinctly describe your organization’s history, mission, and goals.

###### B. Purpose of Request and Evaluation of Results

1. State the issue or need to be addressed, describe the size and/or severity of the issue or need, and explain the evidence regarding this issue or need. If available, provide demographic and geographic information regarding the community or population benefiting from or served by your request.
2. Describe your organizations’ current programs or activities, including any service statistics and strengths or accomplishments. Highlight new or different activities, if any, for your organization. Also highlight how these programs directly relate to your vehicle request. How might the obtaining of a vehicle contribute to your programs’ success?
3. Describe your organization’s relationship with other organizations working with similar missions. What is your organization’s role relative to these organizations? Indicate links with other organizations doing similar work in your geographic area or on the same issue.
4. Discuss the anticipated results (outputs and/or outcomes) for the request. Explain how the activities directly and/or indirectly address the issue or need and support achievement of these results.
5. How do you plan to evaluate your program? Describe your criteria for success. What do you want to happen as a result of your activities?

###### C. Organizational Capacity

1. Describe your organization’s ability to implement the request or explain the organizational limitations that funding will address.
	1. Explain how this proposal relates to your organization’s mission, goals and/or strategic plan, and other activities planned for this year.
	2. Describe how the request will enable your organization to build its capacity, address current limitations, or improve its ability to meet program or organizational goals.
	3. Describe your organization’s current programs and activities, track record, related program or organizational accomplishments, accreditation, awards, or other strengths that enhance capacity or sustainability.
	4. If applicable, describe your organization’s relationship with stakeholders, such as community residents, clients, MileOne employees, board members, or other constituents.
	5. Indicate your organization’s affiliation with federated funds or public agencies.

### III. Attachments

The following attachments are **required**:

**A. Finances**

1. Financial statements from the two most recently completed years, audited if available. Explain any significant changes in the budget (percent increase or decrease) that may have occurred during this time. Provide a copy of your organization’s most recent IRS Form 990 tax return if audited financials are not available.
2. Organization budget for current year, including income and expenses. You may supply your organization’s budget as currently prepared or use the format attached.
3. Program or capital campaign budget that includes income, expenses and pending sources of support. You may supply the budget as currently prepared plus pending support or use the format attached.
4. In partnership with *Wheels for Change,* we provide a monetary match toward the purchase of a vehicle suited to fulfill your mission Please provide a brief explanation of your fundraising plan or if funds are already secured, describe the source.
5. If applicable, provide a short narrative that explains anticipated sources of support, planned fundraising campaigns or events, significant changes in your organization’s operating budget, or other financial line items that may be unclear.

**B. Board of Directors**

1. Describe the organizational structure and board/staff responsibilities. List the names, qualifications, and number of years in their position for key staff and/or volunteers relevant to the current request.
2. Describe the board’s financial support of the organization (percent contributing and amount contributed) for the most recently completed fiscal year.
3. Describe the criteria for selecting board members.

**C. Other**

1. A copy of your organization’s current IRS determination letter (or the fiscal agent’s) indicating 501(c)(3) tax-exempt status.
2. A copy of your organization’s registration with the Charitable Organization Division of the Office of the Secretary of State for the State of Maryland, or indicate the reason for exemption.
3. Copy of your organization’s most recent annual report (if available).

## **D. Optional**: letters of support, recent newspaper/magazine articles.