# MORRIS FAMILY FUND

GRANT APPLICATION FORM

Today’s Date: [Date]

## GRANT REQUEST

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Program/Project Title: |  | | | |
| Estimated Project end Date: |  | | | |
| Project Title: |  | | | |
| Budget Requested: |  |  | Currency: |  |

Budget Request

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
| Amount (local currency) |  |  |  |  |  |
| Amount (USD) |  |  |  |  |  |
| Currency Exchange Rate used |  |  |  |  |  |

## ORGANIZATIONAL INFORMATION

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| --- | --- | --- | --- | --- | --- | --- |
| Legal Name of Organization: | | | | | | |
| Is your organization exempt under: | | | If Indian, does your organization have FCRA approval:  Yes  No | | | |
| Section 501(c ((3) | Section 509(a) | |
| Email: | | | Telephone: | | Fax: | |
| Street address: | | | City: | State: | | Zip/Pin Code: |
| CEO/ Executive Director: | | | Number of Staff: | | | |
| CEO Phone: | | | CEO Email: | | | |
| Signatory for Grant Agreements if Different from Above: | | | Agency Website: | | | | |
| Signatory Title: | | | Signatory Email: | | | | |
| Primary Contact Person for Grant | | | | | | | |
| Phone | | Email | | | | | |

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| --- | --- | --- | --- | --- | --- |
| **Top of Form**  I. Organizational Overview (250 words)  Briefly describe your mission, history, goals and objectives, main activities of the past two years, and capabilities.   |  | | --- | |  |  |  |  | | --- | --- | |  | | |  |  |   **Bottom of Form**  **II. Project Background and Rationale (500 words)** |
| (a) The Problem  Describe the problem your project seeks to address. In your description, please concisely discuss the causes of the problem and the contexts in which it is most likely to be found. Please include an estimate of the number of people it affects in the cities, states, or regions where the proposed work will take place.  (b) Approach to addressing the problem.  Describe how the project would address this problem. Please also discuss alternative approaches to addressing the problem and the strengths and weaknesses of your proposed approach compared to alternatives. Please consider the cost-effectiveness and potential scale of your approach in your discussion.  (c) Evidence  Please outline:  (1) Existing evidence on the impact of your proposed approach to addressing the problem and/or  (2) Contributions that the project will make to the evidence base on what works to improve educational outcomes.   |  | | --- | |  | |
| **III. Project Goals, Activities and Impact (500 words)**  Please articulate the project’s goals and the activities you will conduct to reach these goals. For each activity, describe what it will include, where it will take place, and for how long. Please also discuss the anticipated impact of this project, including the number and nature of beneficiaries who will be reached, and how the project is expected to affect their lives. Numerical estimates are preferred when possible. Please also discuss any indirect effects that you anticipate the project will have.  [leave a block here]   |  | | --- | |  | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **IV. Monitoring and Evaluation (200 words)**  Describe your overall approach to monitoring and evaluation. Please discuss how you will define and measure success for your project, and how you will monitor progress toward the project’s goals   |  | | --- | |  |   Please fill out the table below.   |  |  |  | | --- | --- | --- | | Project Goals | Expected outcomes | How outcomes will be measured | |  |  |  | |  |  |  | |  |  |  |   Feel free to include any additional information on monitoring and evaluation that you think is relevant for considering the funding of this project.  **V. Budget**  Please provide a budget for the full project that lists the major expenses, their amount in local currency as well as in US dollars at today’s exchange rate, their duration, and a brief explanation of how each expense will be used. After reading the budget template instructions, fill out the budget template with an estimate of the budget for each year of the project. Both documents can be found in the Grant Guidelines page at <https://morrisfamilyfund.org>  **VI. Project Timeline**  Provide a brief timeline of the major activities of your project.  Please include a schedule of anticipated milestones and when you expect each will be reached.  **VII. Challenges and Risks (100 words)**  Describe the major challenges and risks you anticipate, and how you expect to address them.  **VIII. Management Team (300 words)**  Please provide a brief introduction to the project’s management team and its capabilities, including short paragraph bios for key individuals. |

## REQUIRED ATTACHMENTS

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| --- | --- | --- |
|  |  | Most recent Annual Report  Audited financial statement for prior fiscal year  Financial details including aligned side by side operating budgets from the previous two fiscal years, including sources of income. |
|  |  | Current year’s operating budget, showing projected expenses and revenues and breakdown of program, general administrative, and fundraising expenses  Current list of Board of Directors or Trustees along with their roles |
|  |  | Link to your website(s) and/or other relevant content available online, including any articles you think describe your organization, management team, or project particularly well  If working with other partners to implement this project, include a list of partners |
|  |  | List of foundations, corporations, or governmental agencies which funded the organization in the current year and in prior two fiscal years, and corresponding grant amounts  If we have not previously funded your organization, please provide 2-3 donor references (where possible, name at least one donor granting a similar amount of money to that requested in this proposal). Provide the following details for each donor: Name of organization or individual, Contact person name, Mailing address, E-mail address, Phone number, Grant title, Dollar and local currency amount of funding received. |
|  |  | If U.S. based:  Copy of your (or your fiscal agent’s) current IRS determination letter indicating tax-exempt 501(c)(3) status  Two most recent IRS filings  If conveying a grant to a foreign organization, include the same information for the foreign organization in addition to that for the U.S. organization.  If India based, your current FCRA certificate. |
| Submit Proposal To | | |
| Morris Family Fund  [mail@morrisfamilyfund.org](mailto:mail@morrisfamilyfund.org) | | |

## Questions?

If you have any questions about the grant application or would like to speak to a representative of our foundation about the details of your project, please contact us at:

mail@morrisfamilyfund.org