

APPLICATION FORM

COVER SHEET

DATE:

NAME OF APPLICANT ORGANIZATION:

CONTACT PERSON:

ADDRESS:

DAY PHONE:

EVENING PHONE:

EMAIL:

FAX:

WEBSITE:

AMOUNT OF THIS REQUEST: \$

TOTAL PROJECT BUDGET: \$

TOTAL CURRENT ORGANIZATIONAL BUDGET (If different from Project Budget): \$

TOTAL AMOUNT YOUR ORGANIZATION SPENT LAST YEAR: \$

NUMBER OF EMPLOYEES, FULL AND/OR PART-TIME:

PROJECT PROPOSAL SUMMARY (No more than 3 sentences):

HOW DID YOU HEAR ABOUT NEGEF?

CHECK ANY OF THE FOLLOWING THAT APPLY TO YOUR ORGANIZATION:

Ad Hoc group

Checking or Savings account in group's name

Fiscal Agent _____ EIN _____

Incorporated as a nonprofit in the state

501(c)(3) status with the IRS EIN _____

If you are an ad hoc group and do not have a checking account or fiscal agent, you will need to set up an account or agent upon receipt of a grant. You do NOT need to have an account or agent when you apply.

APPLICATION FORM

NARRATIVE

Narrative should be no more than two pages in length, including Project Budget.

PROJECT DESCRIPTION

Give a brief description of your proposed project. Be sure to include background of the issue.

**If your project is successful, what changes will occur in your community and its environment?
Please include a timeline/steps for its completion.**

NEGEF Application Narrative – Page Two

PROJECT BUDGET

1) Itemize anticipated expenses and income for this Project Proposal. Also note in-kind services (donated materials and/or labor) you may receive for this proposal. *Please specify what expenses will be covered with NEGEF's funds.*

Expenses

Income

In-kind Services

2) Principal sources of support (E.g. Membership dues, individual donations, grants, special events, etc.) Please list any grants that your group has received.

Please include the following **ATTACHMENTS** with your application form:

- A list of key volunteers, board of directors and current staff with affiliations, brief biosketches, and email addresses
- Financial statement for most recent completed year and budget for current year, if available
- List of local media with contact names and emails to whom we can send a press release

- Selected copies of group's newsletter, brochure, and/or press clippings, if appropriate

APPLICATION FORM

APPLICANT PROFILE

Completed Applicant Profile should be no more than two pages in length.

1. What is the mission or the goals of your group?
2. How long has your group been in existence?
3. What issue/issues got your group going?
4. How many people started the group?
5. Is this the first time that the group's "founders" had been "activated"?
If not the first time, with what other issues had they been involved?
6. How many people are currently involved as the core group of leaders/workers?
7. Is this a membership organization? If so, how many members do you have?
8. Do you have any paid staff?
If yes, how many full-time equivalents?
9. Approximately how many people in your community can be "activated" to support your issue – i.e., go to a meeting, sign a petition, call a selectperson, etc.?
10. Has the focus of your group broadened or changed at all since it first started?
If so, in what ways?

- 11. Have any members of your group run for or been appointed to public office since they started working on your issue/issues?
If so, for what office?
Elected or appointed?**

NEGEF APPLICANT PROFILE – Page Two

- 12. Describe the size and make-up of your community.**

- 13. Have you networked or shared information/resources with other groups?
If so, with whom and how did you find out about them?**

- 14. How have you gained knowledge about your issue?**

- 15. If your organization is more than a year old, can you quantify any of your “successes”?
Examples might be number of acres preserved, miles of trails, increase in recycling rates in town, toxic sites cleaned up, greenspaces/community gardens created, amount of money raised, legislation passed, etc.**

- 16. What are the biggest challenges your community faces?**

- 17. What skills do you feel you and/or members of your group could use to help move your issue forward?**

