FULL FORCE FOUNDATION
A Scott & Martha Barnes Mission

GRANT APPLICATION
Participating in the Common Grant Application of the San Antonio Funders' Group

NARRATIVE QUESTIONS

Instructions to Applicants: Please review all questions before you start answering them, to avoid redundancy.
The terms "program" and "project" are used interchangeably.

1. Problem or Need.

- Describe the problem or need your program/project will address. (Note: The problem statement is *not* the same as the description of the population to be served.)

(Limit: 400 words)

2. People to be Served
- Describe the population to be served by this program/project (with information such as age, gender, ethnicity, geographic area(s), income and/or poverty level). Please be sure to mention any demographics or other conditions that are important to this funder (for example, if this funder specializes in a particular population, health condition, etc., be sure to address that).

(Limit: 400 words)

3. Program/Project Description
- Describe the program/project for which funding is being requested and its primary purpose. Briefly describe how the funds will be used (including program/project activities).
- If this is an *ongoing* program/project: What have been past indicators of success? What have been challenges to achieving success? Any recent enhancements?
- If this is a *new* program/project (new to your agency): What is the basis for expecting that the program/project will succeed? (Anecdotal information? Evidence-based practices? Literature review? Other?)
- Do you plan to collaborate with any other organizations *on this program/project*? If so, which ones and how? (If more than four agencies, state the number of agencies you collaborate with, and include an attachment listing their names.)
- How does this program/project fit with your organization's mission? (If you believe it's obvious, skip this question, but this is your chance to make the case if you need to do so.)
- We assume most nonprofits will sustain/continue their programs/projects by seeking additional grants. Any plans to sustain this program/project other than grants?

(Limit: 800 words)

4. Program/Project Evaluation

- What change will occur in clients' lives as a result of this program/project, and how will you know that this has happened? (Identify the measurement tools you will use – qualitative or quantitative.) If your program/project does not produce lasting change in clients' lives, discuss other ways the program/project is making a difference.

(Limit: 400 words)

5. Fit with Funder Mission

- How is this program/project related to the priorities of the funder to whom you are submitting this request? (Here's your chance to make your case, just in case it's not obvious to the funder.)

(Limit: 200 words)

6. Organization Description/Background

- Please describe your organization. Some suggested items to include: number of staff; number of volunteers (other than board members); clients served annually by entire organization; date established or founded; a list of your core services; impact or major accomplishments; a brief statement of your organization's vision for the next five years. *Include the information you believe is most important to help the funder understand what makes your organization special.*

(Limit: 200 words)

7. Relationship to the Field

- What other nonprofit organizations in your area provide similar services? How are your services or approach different from theirs?
- Does your organization coordinate services with other agencies, either formally (through a Memorandum of Understanding) or informally? (Not just on the proposed program/project.)

(Limit: 400 words)

ATTACHMENTS REQUIRED

Standard Attachments

- Copy of IRS letter (501c3),
- Current organizational budget
- Program/project budget: (include information on pending and committed funds)
- A list of board members
- Most recent audited Financial Statements (If you have never had an audit, send balance sheet and profit & loss statement - for most recently completed fiscal year.)
- List of major funding sources and amounts (or Schedule B from Form 990)
- Most recent IRS Form 990
- Organization chart
- Letters of support or Memoranda of Understanding (for collaborative programs/projects)
- Implementation timeline (for program/project grants)
- Board president's contact information
- List of staff associated with this program/project