



Helpful Tips for Submitting a 2018 Express Grant Application

1. **Carefully review the 2018 Express Grant Guidelines** before submitting an application.
2. **The foundation is pleased to be offering four broad funding categories in 2018** – some examples of what might be considered in each are provided here:
 - a. Organizational development and capacity building:**

Capacity building grants support an organization's operational effectiveness and impact, typically with the assistance of an external assistance provider.

 - Campaign feasibility studies
 - Strategic planning
 - Board development
 - Executive transitions/succession planning
 - Program evaluation
 - Exploratory strategic alliances
 - Collaborative learning opportunities
 - Emergency and business continuity planning
 - b. Staff or volunteer training and development:**
 - Conferences
 - Workshops/trainings

NOTE: Tuition requests for Leading From Within programs are not eligible. The foundation directly supports scholarship opportunities through its partnership with Leading From Within.
 - c. Defined projects:**
 - Program design and piloting
 - Strategic marketing, communications or donor development efforts

NOTE: While staff time, consulting services, and other costs related to the proposed project are welcome, these small grants are not intended to support staff positions (e.g., hiring a development director)
 - d. Small capital items and equipment**
3. **Express Grants are very competitive.** The foundation receives many more requests than it can fund. Proposals with the best chance of being funded clearly state the need, organizational readiness, and commitment to the project.
4. **Review your budget.** A thoughtfully prepared budget demonstrates you have considered all of the costs associated with the request as well as the resources needed to ensure the project's success. We have provided a sample budget to assist you.
5. **An agency may submit one Express Grant request between February and June.** We ask that you put forward your most pressing and compelling project within the above categories and *invite you to contact the foundation if you have further questions about the suitability and competitiveness of your proposal.*

Project Budget -- Please do not include commas in your financial figures

Organization Name: My Nonprofit

Name of Project: Development of Organizational Metrics

INCOME

Possible categories: Government grants, foundation grants, individuals, business support, events, fees for service, etc.

Source	Total Project (\$)	Pending (\$)	Secured (\$)	Notes
ABC Foundation	\$ 6,000.00	\$ 6,000.00		May Decision Date
XYZ Foundation	\$ 10,000.00		\$ 10,000.00	
SBF Foundation	\$ 5,000.00	\$ 5,000.00		This request
Program Fees	\$ 1,000.00		\$ 1,000.00	
Individual Donations	\$ 500.00		\$ 500.00	
TOTAL INCOME	\$ 22,500.00	\$ 11,000.00	\$ 11,500.00	

List in Kind (non-cash) contributions:

EXPENSES

Possible categories: Salaries, professional fees, rent and utilities, travel, publicity/outreach, events, capital items, etc.

Item	Total Project (\$)	This Request (\$)	Notes
Consultant	\$ 20,000.00	\$ 4,000.00	Fees
Materials	\$ 2,000.00	\$ 1,000.00	Project Materials
Print/Copy	\$ 500.00		
TOTAL EXPENSES	\$ 22,500.00	\$ 5,000.00	