



Working for a Better Tomorrow
A Law Firm Reinvesting in the Community

GRANT APPLICATION

McGavick Graves, P.S.

mcgavickgraves.com

Application Date: _____

Executive Summary/Cover Sheet

Organization's Name: _____

Federal Tax-exempt #: _____ Year Founded: _____

Contact Name: _____
Title: _____
Phone: <input type="text"/> Fax: <input type="text"/>
E-mail Address: <input type="text"/>

Organization Phone: Organization Fax:

Web Address: _____

Address:

Current Financial Request Information:

\$ Dollar Amount of this Funding Request

\$ Total Program Budget (if applicable)

\$ Current Budget and Fiscal Year

Period this Funding Request will Cover: _____

Purpose of this Funding Request (including target population, number of individuals, and geographic area(s) that will benefit from this proposal):

Name of Executive Director: _____

Signature of Preparer: _____

Typed Name and Title of Preparer: _____

Note - Attach this Executive Summary/Cover Sheet to the front of the proposal.

Proposal Requirements

Please prepare responses to the following questions using the same numbering provided below:

I. Narrative

1. Describe the organization's history, mission, and goals:
2. Describe current programs and activities, and recent organizational accomplishments:
3. Describe how an award will enable the organization to enhance its state mission, and/or improve its ability to meet program or organizational goals:
4. Specify how your organization will incorporate the donations of time by McGavick Graves employees within the program(s) highlighted in this Grant Application or within your organization.

II. Description of Request

1. Provide a general description of the new program for which you are requesting a McGavick Graves, P.S. grant.
2. What is the issue/need to be addressed and evidence of that need?
3. How was the program approach developed?
4. Is this program based on a program that has been shown to be effective in other settings, based on national standards, etc? If so, please describe:
5. What is the plan for implementation? (Narrative, table, or logic model format is acceptable.) What existing community resources (e.g., facilities, people) will be used? If applicable: what is the target population's involvement in this program's development and implementation?
6. Based on the implementation plan, what measurable outcomes will be achieved during this grant period? What are the measurable longer-term outcomes of this program? What methods/strategies will be used to gather data on the project? How will the program evaluation be used?
7. How does this program fit into the work of this organization?
8. How does this program compare to the work of other organizations in the same field and/or geographic area?
10. How will this program be sustained in the future (i.e., when it is no longer funded by McGavick Graves, P.S.)?

III. Finances

The following information must accompany all proposals, regardless of the size of the request. You may submit this information in the format most convenient to your organization.

For All Requests, please provide:

1. Your organization's fiscal year.
2. Financial statements for the last three years.
3. Your recent audited financial statements (include letters and notes), if available.
4. Additional funding needed or requested for this program.

Prior to any award, MGPS reserves the right to request more detailed financial information.

IV. Required Attachments

1. A copy of your current IRS tax-exempt determination letter, if applicable.
2. A one-page organization chart.
3. Short biographies (no more than 1/2 page) of staff and volunteers essential to the success of this request.
4. List of board members with terms, occupations, and places of employment.
5. All current, dated Memoranda of Understanding or Memoranda of Agreement with other organizations for collaborative activities, as appropriate.
6. Annual report, if available.