

Short Form Application Requirements

The Short Form Application process is to be used ONLY by organizations requesting less than \$5000 in funding OR by past grantees that have received funding within the last 2 calendar years. Otherwise, all organizations must use the Long Form Application process. Any questions regarding which is the appropriate process should be directed to the Executive Director at info@martinfamilyfoundation.com.

In order to successfully complete the **letter of inquiry** in the short form application process, the following information will be needed:

1. Project Name
2. IRS determination of 501 (c)3 non-profit status.
3. A brief description of the project to be funded (no more than one page).
4. Project duration
5. The primary funding area that the project fits within:
 - Children
 - Christianity
 - Education
 - Health & Human Services
 - Other
6. The primary geographic area that this project will serve:
 - Colorado
 - Montana
 - Wyoming
 - Other
7. The amount of funding being requested and whether or not this is a multi-year grant request.
 - Please note: If an LOI is approved, only the amount originally requested in the LOI will be considered for funding in the application.

In order to successfully complete the **application** in the short form application process, the following information will be needed:

1. Project Name
2. A brief description of the project limited to no more than 3 sentences.
3. Amount of funding requested and whether or not it is a multi-year grant request.
 - Please note: Only the amount originally requested in the LOI will be considered for funding unless otherwise approved by Executive Director
4. Classification of the type of funds that are being requested into one of the following categories:
 - Program or project support
 - Start-up costs
 - Capital campaign

- General operating support
 - Technical support
 - Other
5. Total project budget for support other than operating.
 6. Total annual organization budget.
 7. Number of people served annually over the last 3 calendar years (excluding the present year)
 8. A break-down of staff & volunteers including:
 - Number of paid staff
 - Number of professional staff
 - Number of full-time staff members
 - Number of part-time staff members
 - Total number of volunteers
 9. Sources of financial support for the organization a percentage of annual income for the following categories:
 - United Way support
 - Earned income
 - Government contracts
 - Individual contributions
 - Foundations & corporations
 10. A summary of the organization history, mission and goals limited to no more than 1000 characters.
 11. A 1-2 page description of the specific activities for which funding is being sought & who will carry out these activities.
 12. A description of how the community will benefit from this program and the changes that are expected as a result. No more than 1000 characters.
 13. A brief discussion on how success will be measured for the project including measurable goals (if applicable). Not to exceed 1000 characters.
 14. For requests exceeding \$25,000, a Budget Form in Excel format will be provided upon approval. The completed form will be uploaded to the application. A copy of the form can be downloaded in the Resources section of our website.
 15. For requests under \$25,000, a budget narrative for the project is required. Documentation may be uploaded in order to support the budget narrative if necessary.
 16. An electronic copy of the organizations 501 (c) 3 IRS determination letter must be uploaded to the application. If you do not have an electronic copy, you may use the Fax-to-File feature available once you have logged into the application site. This is a service provided free of charge to you.