

Standard Application Requirements

The Standard Application process is to be used by first time applicants or grantees who have not received funding within the last 2 years. A Short Form Application is available for applicants requesting under \$5000 or past grantees who have received funding within the last 2 calendar years. 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 standard 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 standard 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 brief description of your current programs, strengths and accomplishments (limited to 1000 characters)
 12. An overview of other organizations in your area with a similar purpose and a description of collaborative efforts. (max 1000 characters)
 13. A 1 page description of the situation that the proposal addresses & why the program is important
 14. A 1-2 page description of the specific activities for which funding is being sought & who will carry out these activities.
 15. Specific goals & objectives for the project as well as an estimated time frame for accomplishing. Maximum of a 1 page document may be uploaded.
 16. 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.
 17. A brief review of the long term strategies (if applicable) to sustain the effort after grant funding is complete. (max of 1000 characters)
 18. A brief discussion on how success will be measured for the project including measurable goals (if applicable). Not to exceed 1000 characters.
 19. A plan for project evaluation including who will be involved in the evaluation and how results will be used. (max of 1000 characters)
 20. For requests exceeding \$25,000, a Budget Form in Excel format must be completed. The completed form will be uploaded to the application. A copy of the form can be downloaded in the Resources section of our website.
 21. 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.

22. A list of additional funding sources that support the program, including sources, amounts requested, received or already committed for the program. A separate document may be uploaded if necessary.
23. Current audited financial statements uploaded in an electronic format. If you do not have an electronic copy, you may use the Fax-to-File feature available once you have logged-on to the application site. See below for more information.
24. Annual operating budget for the organization including in-kind services. Upload in an electronic format.
25. A current list of Board members including business addresses and affiliations.
26. An electronic copy of the organizations 501 (c) 3 IRS determination letter must be uploaded to the application.

Fax to File service: This is a service provided free of charge to you that converts your fax into a PDF file and is then emailed back to you. This can be used for any paper documentation that needs to be converted into an electronic format (PDF). It is recommended that you fax each document separately as one PDF file is made per fax.