Grant Application Guide

The application is a 3-step online form. All required fields are marked with an asterisk (*). You may save your progress and return to it at any time before submitting.

Step 1 of 3: Organization Information

This step collects basic contact and identifying information about your organization. Have your FEIN (Federal Employer Identification Number) ready before you begin.

Organization Details

Applicant Organization Name *	The full legal name of your organization.
FEIN Number *	Your organization's Federal Employer Identification Number (also called an EIN).
Organization Mailing Address *	Street address, city, state, and ZIP code for official correspondence.

Contact Information

Contact Name *	First and last name of the primary contact for this application.
Email *	Email address for the primary contact.
Phone Number *	Direct phone number for the primary contact.
Grant Writer, if different	Name of the person writing the application, if different from the contact above.
Grant Writer's Email, if different	Email address for the grant writer, if applicable.

Additional Information

Organization Website	Your organization's public website URL.
Area(s) Organization Services *	A brief description of the geographic area or communities your organization serves.

Step 2 of 3: Project Details

Project Overview

Project Title *	A clear, concise name for the project.
Project Cost *	The total cost of the project, including all funding sources.
Total Amount Requested *	The specific dollar amount you are requesting from the Foundation for the Tri-State.
Project Description *	A clear overview of the project: what you are doing, how you will do it, and why it matters.

Community Need & Impact

Needs this Project Will Address *	Describe the specific problem, gap, or community need that this project is designed to address.
Who will benefit from this project? *	Describe the population or community that will benefit. Include an estimated number of people served.

Project Timeline

Is this project new? *	Indicate whether this is a new project or an expansion/continuation of an existing effort.
Project Start Date *	The anticipated start date for the project. *Start dates must fall after May 15 for the spring cycle or after November 15 for the fall cycle. The Foundation does not fund retroactive expenses.*
Project End Date *	The anticipated completion date for the project.

Planning & Sustainability

How will you measure outcome? *	Describe what you will measure and the method you will use to collect data. Be specific about metrics.
Timeline/Work Plan *	List the key steps to implement this project with an estimated timeline for each activity.
How will the organization sustain this project when grant funding ends? *	Describe your plan for continuing the project after the grant period, including other funding sources or earned revenue.

Step 3 of 3: Required Attachments

Prepare all documents in advance. The application cannot be submitted without all required attachments.

Required Documents

Project Budget *	A detailed financial plan for the project, including all expected costs and other sources of income (cash or in-kind). Clearly note which expenses you are asking the Foundation to fund.
Organization Budget for the Current Year *	A projected financial plan for your organization showing expected income and expenses for the current fiscal year, including planned activities and funding sources.
Organization History and Mission *	A document summarizing your organization's background, history, and mission statement.
IRS Tax Determination Letter *	Your organization's official IRS letter confirming 501(c)(3) tax-exempt status.
List of Board Members *	A current list of your organization's board of directors.
Financial Statement for Last Annual Accounting Period *	Your most recent annual financial statements, including a balance sheet, income statement, and cash flow statement showing actual revenues, expenses, assets, and liabilities.
Letter(s) of Support *	Between 1 and 3 letters from community partners or stakeholders supporting this project. All letters must be uploaded as a single PDF file.

Pre-Application Checklist

Before you begin the online application, confirm you have the following ready:

Step 1 -- Organization Information

- Organization's legal name and FEIN/EIN number
- Mailing address and primary contact details
- Grant writer contact information (if applicable)
- Description of the geographic area or community your organization serves

Step 2 -- Project Details

- Project title, total cost, and amount requested
- Drafted project description and needs statement
- Estimated number of people who will benefit
- Proposed start and end dates (check cycle deadlines)
- Outcome measurement plan and data collection method
- Timeline/work plan with key milestones
- Sustainability plan for after the grant period

Step 3 -- Required Attachments (all PDFs)

- Project Budget
- Organization Budget for the Current Year
- Organization History and Mission
- IRS Tax Determination Letter
- List of Board Members
- Financial Statement for Last Annual Accounting Period
- Letter(s) of Support -- 1 to 3 letters, compiled into one PDF