

 **Grant Request Requirements**

1. **Cover Sheet**
	1. Begin with an [Ellbogen Foundation Grant Request Cover Sheet](https://ellbogenfoundation.org/wp-content/uploads/2021/03/JPEF-Grant-Request-Cover-Sheet.docx).
2. **Narrative**
3. Share a brief overview of your organization, a summary of the project or program for which you are requesting funding or indicate that your request is for general operating dollars, and the essential outcome(s) of your work.
*🡪 From the LOI
Expected length: 1-2 paragraphs*
4. The Ellbogen Foundation mission statement is: To create or cause change primarily for the benefit of the people of the State of Wyoming through the support of science, education, and charity. How does your proposed grant work fit your mission as well as align with the Ellbogen Foundation's mission to benefit the people of the State of Wyoming?
*🡪 From the LOI
Expected length: 1-2 paragraphs*
5. For each major grant-funded activity or for your general operations, please tell us:
	* + What need(s) and/or challenge(s) will be met by your proposed grant work?
		*🡪 From the LOI
		Expected length: 1 paragraphs*
		+ The goals you hope to achieve and the impact that results for your target population during the grant period – what will you do and who will change what by when? What is the long-term, meaningful impact that this work will lead to beyond the grant period? We are particularly interested in changes in knowledge, skills, mindsets, behaviors and/or circumstances for the people of the state of Wyoming. Changes in behaviors and/or circumstances often occur through sustained work for impact in the long-term. Please be sure to articulate these outcomes even if they are well-beyond the grant timeframe.
		*Expected length: 1-2 paragraph for each goal*
		+ The processes and tools you will use to measure grant progress and impact. These processes and tools may include the collection of both quantitative and qualitative data. This narrative should align with the impacts you identify alongside goals in the previous section. These would also be the measures of success and impact that – if funding is awarded – you would include in a grant report to the Foundation Board one year from now.
		*Expected length:* *1-3 paragraphs*
		+ Who is working on the same issues as you and how are you coordinating with them?
		*🡪 From the LOI
		Expected length: 1-2 paragraphs*
		+ A quote, story or testimony that captures the impact of the work that you are doing.

*Expected length: 1 paragraph*

1. Describe how grant funds will be used (align to III. Budget). Include information about other funding including additional committed funding, in-kind contributions, pending funding, and planned funding.
*Expected length: 1-3 paragraphs*
2. Tell us about your sustainability plans to cover expenses and continue the project or program beyond the grant period.
*Expected length: 1-2 paragraphs*
3. Add additional information about your organization or project that you feel is pertinent to this application.
*Expected length: 1-2 paragraphs*
4. **Budget**
	1. Complete an [Ellbogen Foundation Grant Request Budget](https://ellbogenfoundation.org/wp-content/uploads/2021/03/JPEF-Grant-Request-Budget_03-2021.xlsx) worksheet of revenue and expenses for your proposed activity(ies), program(s) or general operations.
		* The amount of your request should appear in cell B13 (Ellbogen Foundation Budget Request column – Foundations row). Use the rows in the “Anticipated Total Budget” column to indicate additional revenue sources.
		* Align the expenses you plan to use with Ellbogen Foundation funds in column B rows 26-37. Reference the total expenses that will leverage funds from all sources in column C rows 26-37.
	2. Share a statement of financial activities from the current fiscal year.