



# General Operating Support Grant Application

The Trustees of The Harry and Jeanette Weinberg Foundation invite your organization to submit a complete general operating support grant proposal. Please follow these instructions and the page limits carefully. **Only one copy of the materials is requested. Please do not bind materials.**

## A few points of information:

- Written requests for grants are accepted and reviewed throughout the year.
- There are no application deadlines at this time.
- Receipt of your organization's grant application will be acknowledged in a timely manner.
- Analysis of grant requests may require several months.
- We may request a site visit or a meeting at the Foundation after the review of the complete application package.
- The Foundation's willingness to consider this application is not an indication that the request will be granted or that the requested amount may be modified.
- Reporting and Evaluation Requirements will be discussed with the grantee if a grant award is made. General reporting and evaluation requirements can be found at [www.hjweinbergfoundation.org](http://www.hjweinbergfoundation.org) but typically the grant contract will specify the exact evaluation and reporting requirements.
- If you are an Israeli organization, please have all documents in English and all financial statements in US dollars.
- If you have any questions about your organization's application, please call The Harry and Jeanette Weinberg Foundation at **410-654-8500** and ask to speak to the Program Director assigned to your grant application.

Please mail one copy of the proposal with the required attachments to:

The Harry and Jeanette Weinberg Foundation  
Attention: Name of your Program Director  
7 Park Center Court  
Owings Mills, MD 21117

## Section I

### Introduction

#### A. Title Page

- The **title** of your operation.
- The **name** of your organization.
- The **submission date** of the proposal.
- The **amount** of the grant request.
- Complete **contact information**.

#### B. Organizational Description

(1 to 3 pages maximum):

- Provide the organization's **official mission statement**.
- State the **organization's objectives** in measurable, achievable terms.
- Please provide information on the **target population and demographic information** regarding the population being served by this request and the number of individuals expected to be served during the proposed timeframe.

## Section II

### Grant Proposal

#### A. Summary (250 words maximum)

- Briefly describe your organization's goals**, objectives, methods, and the benefits (direct services) to the disadvantaged people in your community.
- Include the amount of the grant request** and the period of time over which the grant payments would be made.

#### B. Objective of the Grant (one page)

- State the issue or need to be addressed**, describe the size and/or severity of the issue or need, and explain the evidence demonstrating the importance of this issue or need.
- Provide demographic and geographic information** regarding the community or population benefiting from or served by the request.
- Discuss the anticipated results (outputs and/or outcomes) for the request.** Explain how the project directly and/or indirectly addresses the issue or need and supports the achievement of these results.
- If applicable, **provide a timeline** for implementing the request.
- Please state how this project relates to building organizational capacity in meeting the organization's mission.**

#### C. Potential Challenges and Contingency Plans (one page maximum)

- Describe any potential challenges** the organization may encounter in implementing the project and alternative approaches or solutions to these challenges.

#### D. Project Relevance (one page maximum)

- Tell us **how your organization's project will help to alleviate poverty** in your target population.
- Confirm with valid data that your organization provides direct services** that mostly benefit people whose income is below the median income in the community or metropolitan area in question.

#### E. Organization's Resume (one page maximum)

- Tell us why your organization is the most qualified to do this project in your geographic area.** Demonstrate that you have the institutional capacity and capability to achieve its objectives by mentioning the expertise of your staff and volunteers, previous work in your field, the size and age of your organization, your organization's facilities and resources, and anything else that demonstrates excellence in your discipline. Mention your credibility recognized by others: state licenses, accreditation, awards. Let us know if your organization has received any previous support by the Weinberg Foundation. Please include a brief history of your organization.
- List formal partnerships** with other nonprofit organizations that provide similar or collaborative services in your community.
- What **other organizations are doing work similar** to your organization's work in your geographic area.

#### F. Monitoring and Evaluation

- Please describe how your organization assesses its overall success and effectiveness.** What evaluation tools do you use? How are the evaluation results being used? If applicable, include results from recent evaluation reports.
- Please **note how the people served will be involved** in the planning and/or evaluation of this program.
- If applicable, **please share results from prior evaluations.**

#### G. Program Costs

- Please **explain why your organization is requesting** the specific amount for this grant.
- Is there a charge for services** your agency provides to clients? If yes, explain.
- What institutional commitment can you make** to this project (in-kind donations, board contributions, or actual dollars from your organization)?

## Section III Leadership and Finances

### A. Biographical Sketches

- **Resumes and job responsibilities** of the top three project responsible staff at your organization.

### B. Financial Information

- Please state **your organization's fiscal year**.

- Please provide a one-page **list of other funders or donors** (individuals, corporations, other foundations, state agencies, federal agencies) to this project (by name and amount for funders over \$10,000). Be sure to distinguish between active and pending support for this project.
- **Sustainability:** How do you plan to continue funding your operations after this potential Weinberg Foundation grant has concluded?

## Section IV Additional Information

### A. Signatures

- Your **agency's Executive Director** (not the Development Director) and the **President of your agency's Board of Directors** must sign on the last page of this application.

### B. Attachments

- A copy of the applicant organization's prior fiscal year's **organizational budget**, a copy of the organization's current fiscal year budget, and a copy of the organization's next fiscal year approved budget. The project for which the applicant organization is applying must appear in the approved budget for the coming fiscal year.
- **Project Budget:** Provide a detailed, line-item budget for this project. Include personnel, percent of time on project for each person, salary requested, fringe benefits, equipment, and supplies. What institutional commitment can you make to this project (internal funds from your organization or in-kind donations, i.e. tangible assets such as computers, salaries, etc)? Itemize major purchases by category. **Please use the Line-Item Budget table attached to this application as a reference.**
- **Budget Justification:** In narrative form, explain the roles of all personnel on the project, major equipment uses, and justify all budget items over \$1,000.

- Your organization's **audited financial statements** for the past two completed fiscal years. If non-audited, then please explain.
- The **complete, unedited Form 990 filings** for the past two completed fiscal years for which your organization has filed. If a filing was due and was not filed, then please explain.
- The most recently published **Annual Report**.
- **Board Members**—their names, affiliations, and roles they play in your organization.
- **List of all committed-pledged funding** (government and private) in tabular form with the following columns:
  - (a) **identify** if the funder is corporate, foundation, or government (individual donor names do not need to be provided);
  - (b) **date of pledge;**
  - (c) **payout period** of pledge;
  - (d) **amount** of pledge;
  - (e) **amount of actual payments** received to date; and
  - (f) **balance owed.**

Please provide totals for columns (d)–(f). Any single pledges below \$5,000 should be cumulated in a single row, stating in column (a) the number of such small pledges and leaving columns (b) & (c) blank.

**Please follow table format below.**

**Example of how table should be formatted.**

Name of Funder (Corporate, Foundation, Government)	Date of Pledge	Payout Period	Pledge Amount	Payments Rec'd to Date	Balance Owed

## Line-Item General Operating Budget

For (Name of Organization): \_\_\_\_\_

Name of Project: \_\_\_\_\_

<b>Personnel Costs</b> (list by name, degree, title)	<b>Annual Salary</b>	<b>% of Time Devoted to Project</b>	<b>Amount Requested (US \$)</b>
Benefits @ ____%			
Consultants (per diem rate x ____ number of days)			
<b>Personnel Subtotal</b>			
Equipment (itemize)			
<b>Equipment Subtotal</b>			
Direct Operating Costs (itemize)			
<b>Direct Operating Subtotal</b>			
<b>Total Costs</b>			
<b>Income Sources:</b>			
Other Funding Commitments			
In-Kind Contributions			
Internal Allocation of Cash			
<b>Subtotal of All Sources of Income</b>			
Gap in Funding			
<b>Grant Amount Requested</b>			

example

\*Please add as many rows as necessary.

Example of how table should be formatted.