

Basic Logic Model Development Template

Your Planned Work		Your Intended Results		
Resources/Inputs	Activities	Outputs	Outcomes	Impact
<i>In order to accomplish our set of activities we will need the following:</i>	<i>In order to address our problem we will accomplish the following activities/ strategies:</i>	<i>We expect that once accomplished these activities will produce the following evidence or service delivery:</i>	<i>We expect that if accomplished these activities will lead to the following changes in 1-3 then 4-6 years:</i> Outcomes: Short-Term Long-Term	<i>We expect that if accomplished these activities will lead to the following changes in 7-10 years:</i>



The Dallas Foundation Online Grant Application Questions and Required Attachments

GRANT REQUEST INFORMATION CONT.

- **Geographic Area** *(Please indicate area of Dallas County to be served by request)*
- **Population** *(Please select the category that best describes the population to be served. Examples include Animals, Homeless, Violence Victims, and Veterans.)*
- **Gender of Clients**
- **Race/Ethnicity of Clients**
- **Age of Clients**
- **Time Frame** *(Indicate the time frame in which funds will be used.)*
- **Grant Details** *(Please provide information on (1) the main issues or problems the request addresses and details on why and how you will address these issues (2) proposal details and (3) evaluation and performance measures. **Note: 1,000 word limit.**)*
- **Unduplicated Number to be Served by Proposal**
- **Story** *(Tell a story that illustrates the impact of your proposal or organization on an individual.)*
- **Implementation Timeline** *(Include major events, activities, and when they will take place.)*
- **Future Support** *(Describe plans to support the program after the term of this grant.)*
- **Additional Support** *(Provide list of other entities asked and planning to ask for support; include amount and responses to date.)*

MEASURABLE OUTPUTS AND OUTCOMES

Provide goals that are measurable and time-specific. In most cases, baseline data (i.e., the current or starting level) should also be included. At least two goals are required. Up to six goals may be provided.

ATTACHMENTS

A drop down menu will allow you to browse your files and select the appropriate documents as attachments that will be electronically sent with your application. All attachments are required unless otherwise specified.

- The Dallas Foundation Addendum (download here: [TDF Addendum](#))
- Board list and affiliations
- Program budget, including revenue and expenses
- Current fiscal year organizational budget
- Previous fiscal year organizational budget-to-actuals
- Most recent Form 990
- Most recent signed audited financial statements
- Current financial statements
- A copy of your 501c3 IRS determination letter
- Letter of Endorsement from head of organization or board chair
- Program-related photos (up to 3) in a Word document or zip file
- Most recent annual report, if electronic version is available (optional)

COMMON GRANT APPLICATION

GLOSSARY OF TERMS

1. **Number of volunteers** (Section II.10) - Please provide details on how many hours the volunteers work on average, if you have AmeriCorps volunteers separate from standard volunteers, etc. The purpose of this question is to get a general overview of your organization's design.
2. **Grant Purpose Definitions** (Section III.8)
 - a. **Seed/Pilot funding:** innovations/start-up funding
 - b. **Project/Program support:** a specific project/program within your organization
 - c. **Capacity Building:** creating more, higher quality and/or more sustainable services (research, assessment, expansion, resource development, etc.)
 - d. **Capital:** small capital (equipment, buildings, vehicles, etc.) or capital campaigns
 - e. **General Operating support:** day-to-day costs of running your organization (office space, staff salaries, marketing materials, etc.)
3. **Performance Measures** (Section IV.1) – Please provide which data/information will be collected and how (surveys, test scores, media attention, awards, longitudinal studies, etc.).
4. **Goals** (Section IV.7) - Measurable statements of activities proposed in the grant request. When appropriate, please include a date for the goal to be accomplished when writing your goals. In most cases, baseline data (i.e., the current or starting level) should also be included. Exceptions include, but are not limited to, funding for the construction of a new facility and funding for a new program.

Goals can be listed as:

- a. **Outputs:** Direct products of the activities proposed - usually measured in terms of volume of work accomplished – for example, number of people served; and/or
- b. **Outcomes:** Benefits or changes to individuals, families, communities, etc. resulting from program participation – for example, percentage of individuals with a 50% or better reduction in their symptoms.

Examples:

Goals without baseline data:

1. To serve 1,300 people in 2012.
2. To raise \$100,000 in additional funding by 12/31/2012.
3. To complete construction of the new facility by 12/31/2012.

Goals with baseline data:

1. To increase the number of children and adults served from 1,300 to 1,600 by 12/31/2012.
2. To increase the number of courses offered per year from 5 to 10 by 12/31/2012.
3. At least 75% of participants diagnosed with depression will show a 50% or better reduction in their symptoms.

COMMON GRANT APPLICATION

[Organization Name Here] application to [Foundation Name Here]

*A general rule of thumb for length of the application is approximately 7-9 pages of complete text.

I. CONTACT INFORMATION	
Key Contact Name: Position or Title: Email: Phone:	Executive Director or President Name: Position or Title: Email: Phone:
Mailing address: City: State: ZIP code:	Physical address if different from mailing: City: State: ZIP code:
Website:	Phone:

II. ORGANIZATION BACKGROUND	
1. Date founded:	2. Tax ID number:
3. Legal name:	4. DBA:
5. Organization mission statement:	
6. Organization vision statement (if applicable):	
7. Current operating budget:	
8. # Full-time staff:	9. # Part-time staff:
10. # of volunteers and how your organization uses them (if applicable):	
11. Brief overview of the organization's background/history:	
12. Organizations with whom you collaborate and how:	
13. Provide unduplicated number served annually:	

III. GRANT REQUEST INFORMATION	
1. Date of request:	2. Date payment needed:
3. Title of grant request:	4. Description of grant request (25 words or less)
5. Amount of request: \$	6. Total project budget (if applicable):
7. Grant purpose - Please confirm these align with funder's guidelines (check all that apply): <input type="checkbox"/> Arts <input type="checkbox"/> Animals <input type="checkbox"/> Health <input type="checkbox"/> Social services <input type="checkbox"/> Youth <input type="checkbox"/> Elderly <input type="checkbox"/> Environment <input type="checkbox"/> Education <input type="checkbox"/> Other	

8. Type of Funding (check all that apply):

Seed/Pilot funding
 Project support
 Capacity building
 Capital
 General operating Support
 Other

9. Geographic area served:

10. Demographic breakdown of Population served (socioeconomic status, ethnicity, gender, age):

11. Timeframe in which funds will be used? FROM: TO:
For multi-year grants, indicate amount by year:

12. How do the goals of the proposal relate to the funder’s priorities and mission?

IV. GRANT DETAILS

1. Narrative
Please provide information on 1) the main issues or problems this grant request addresses and details on why and how you address these issues 2) proposal details and 3) evaluation and performance measures. (This is your opportunity to make a persuasive case for support!)

2. Provide unduplicated number to be served annually by proposal (if applicable):

3. Tell a story that illustrates the impact of your proposal or organization on an individual.

4. Implementation Timeline (specifically related to this request if applicable)
Please include major events, activities and when they will take place. (bullet point and chronological order)

5. Describe plans to support the proposal after the term of this grant.

6. Provide an updated list of all other entities asked and planning to ask for support on the proposal with amounts and responses to date. When do you expect to hear from pending requests?

7. Goals, Baseline and Target Numbers
Goals should relate to the specific proposal. More than three goals may be provided. See Glossary of Terms for definitions and examples.

GOALS	Baseline #	Target #
1.		
2.		
3.		

V. EXECUTIVE SUMMARY

Executive Summary – Please condense the content of this application into a one page document (600 words or less) that could be shared, separately from the completed application, with audiences, such as Board members, who may not review requests in their entirety. This summary should mention key elements of the proposal, the overall mission and work of your organization and the impact this grant request will have. This document will, in essence, tell the story of your agency and request in a summarized form.

A suggested format would include:

-An introduction that includes the mission of the organization.

-One short paragraph explaining the history of the agency's work in the community.

-One to two paragraphs that summarizes the proposed project, including the segment of the community served. If operating support, describe the agencies core programs.

-One paragraph outlining the desired outcome, benefits to the community and how you define success.

ATTACHMENTS

Electronic materials preferred. Funder may not require all of these documents.

- Names and Titles of Key Staff and contact information (if applicable)**
- Board list and affiliations**
- Project Budget (if applicable)**
- Organizational Budget for current fiscal year including revenue by source e.g. Foundations, individuals, government**
- Organizational Budget for next year including revenue by source e.g. Foundations, individuals, government (if available)**
- Most recent Form 990 or Form 990-EZ**
- Signed audited financial statements (if available) for most recent two years**
- Current financial statements**
- A copy of your 501(C)(3) IRS determination letter**

THANK YOU FOR YOUR TIME AND EFFORT IN COMPLETING THESE FORMS!

- Please check with individual funders for any additional requirements**