[Fund name] grant application

[Year] round. Grants of [$500 to $5,000] for [who you fund and where]. Applications close on [date and time].

Before you start

Read the questions first. Most answers need a few sentences, not pages.

We fund [the kinds of projects you fund]. We do not fund [what you exclude, if anything].

Questions? Contact [name] at [email or phone] before [date].

How we score your application

Three or more reviewers score every application from 0 to 4 on each part below. Each part carries a weight: Need (25%), Plan (20%), Outcomes (20%), Budget (15%), Capacity (10%), Sustainability (10%).

0 means the part is missing. 4 means it is clear, specific and backed by evidence. Reviewers with a conflict of interest step out of that application.

We decide by [date] and tell every applicant either way.

1. About your organisation

Organisation name

Contact person and role

Email and phone

Mailing address

Website or social media page (if any)

What kind of group are you? Tick one: [ ] Registered nonprofit [ ] School or PTA [ ] Community group with a fiscal sponsor [ ] Community group without one [ ] Other

If you have a fiscal sponsor, its name and contact

Year founded, and your total budget last year

Your mission or purpose, in one or two sentences

2. Project summary

Project name

Amount requested from us, and the total cost of the project

Start date and end date

In one sentence: what will you do, for whom, and where?

3. The need

Who will this project serve? About how many people?

How do you know the need is real? Share local numbers, a waiting list, a survey or what people have told you.

4. Your plan

List the main steps, who does each one, and when.

Step or activity	Who does it	When

Step or activity	Who does it	When

What could get in the way, and what will you do if it does?

5. Outcomes

What will be different when the project ends?

How will you know? Say what you will count, ask or check.

6. Budget

List every cost. Show what our grant pays for and what other money or in-kind help covers.

Item	Total cost	Paid by this grant	Paid by other sources (name them)
Total			

Other funding you have applied for or received for this project

7. After the grant

How will the project keep going after this grant is spent? If it is a one-off, what will it leave behind?

8. Attachments

Tick what you are sending with this application.

- [ ] A detailed budget, if it does not fit above (required)
- [ ] Proof of nonprofit status or a letter from your fiscal sponsor (if you have one)
- [ ] Quotes for any item over [$500]
- [ ] Up to two letters of support from partners or the people you serve (optional)
- [ ] Your latest annual report or a list of board members (optional)

9. Sign your application

By signing, you confirm that the answers are true and complete to the best of your knowledge, and that you can accept a grant for your organisation.

Name and role

Signature and date

[Fund name] mini-grant application

One page, for grants up to [$1,000]. Applications close on [date].

Your name, group and role

Email and phone

Project name, and the amount you are asking for

What will you do, for whom, and when?

Why does it matter to the people it serves?

How will you spend the money? List the main costs.

How will you know it worked?

Signature and date

Reviewer score sheet

One sheet per reviewer per application. Score each part from 0 to 4.

Application ID and organisation

Reviewer name

Do you, your family or your employer have a link to this applicant? [ ] No [ ] Yes: stop here and tell the chair. Do not score this one.

Part	Weight	Score (0 to 4)	Weight x score	Notes
Need	25%			
Plan	20%			
Outcomes	20%			
Budget	15%			
Capacity	10%			
Sustainability	10%			
Total	100%			

Out of 100: add up weight x score for each part (use 25 for 25%, and so on), then divide by 4. Example: Need 3 x 25 = 75. The grant scoring rubric spreadsheet does this for you.

Score	What it means
0	Not shown: the part is missing.
1	Weak: stated, but not explained or supported.
2	Fair: described, with gaps or little evidence.
3	Good: clear and realistic, with some evidence.
4	Strong: clear, specific and backed by evidence.

For the funder: before you send this out

- Fill in every [square bracket]: the fund name, amounts, dates and your contact.
- Cut what you will not read. A mini-grant needs the one-page version, not all nine parts.
- Ask for each fact once. If you need the budget as a file, do not also ask for it in a box.
- Publish your criteria and weights with the application, so applicants know what counts.
- Agree the rubric before the first application arrives, and do not change it mid-round.
- Ask every reviewer to declare any link to an applicant before they score.
- Have at least two reviewers score each application on their own, then compare. Talk through any application where their scores sit far apart.
- Tell every applicant the result, including the ones you could not fund.
- Check your own rules and any donor conditions before you add eligibility questions.

Want to take applications online? The post at hornetforms.com/blog/grant-application-questions shows how to turn these questions into a form with file uploads, a close date and a spreadsheet for your reviewers.