**Please Note:**

**Short Form**

* The Short Form may be used by some grantmakers as a Letter of Intent (LOI). Please check with the individual grantmaker to determine if this form is required.
* There are three parts to the Short Form. Please complete all three: 1) Cover Sheet; 2) Overview of Funding Request (3-page maximum); 3) Required Attachments (note, there may be multiple items requested as attachments, including a CGA budget template).

The Common Grant Application (CGA) Short Form was developed to facilitate the application process for grantmakers and grantseekers. A companion CGA User Guide is available on the Gateway Center for Giving website ([www.centerforgiving.org](http://www.centerforgiving.org)).

**To the Grantmaker:** If you are interested in using the CGA Short Form as part of your foundation’s grant application, please feel free to download this template, modify it to suit your needs, and host it on your organization’s website along with the CGA Budget Template. You may wish to insert instructions about word or character limits. Please contact [info@centerforgiving.org](mailto:info@centerforgiving.org) to let us know that you will be using a version of the CGA Short Form so that we can share important updates in the future.

**To the Grantseeker:** Grantmakers who accept the CGA Short Form will host this form on their respective websites; some grantmakers may have modified versions of the CGA Short Form. Please keep in mind that every grantmaker has different guidelines and priorities, as well as different deadlines and timetables. Any funder that has agreed to accept this form may request additional information at any stage in the proposal process.

Gateway Center for Giving is not currently maintaining a list of Members that utilize the CGA, however a complete list of our members can be found at [www.centerforgiving.org/directory](http://www.centerforgiving.org/directory).

**Guidelines:**

* Applicants should perform their own research to determine the foundations and corporations that make grants to your type of organization, in the geographic area in which you function, and for your field of interest.
* Visit the grantmaker’s website to obtain a copy of funding guidelines from each individual grantmaker for each application you plan to submit. Each grantmaker has different guidelines for using this form and requires different attachments. Determine how the application should be submitted and the number of copies required.
* Do not submit handwritten proposals.
* Answer all the questions unless otherwise instructed by the grantmaker.
* Do not include any materials other than those specifically requested.
* Check with the individual grantmaker to find out how they would like this form to be submitted.

**Access the CGA User Guide for the following information:**

* Background on the Common Grant Application
* Frequently Asked Questions
* Glossary of Terms
* Proposal Writing Tips
* Guide to each question asked in this application, including examples on how to best answer each question

**Resources:**

* St. Louis Public Libraries' [Grants & Foundation Center](https://www.slpl.org/author/grantsfoundationcenter/) is a collection of resources for nonprofits, with materials that address nonprofit formation, board building, and development, including how to seek out and apply for grants.
  + Located on the second floor of St. Louis Public Library - Central Library (1301 Olive St, St. Louis, MO 63103)
  + Some resources can be accessed online. For more information, visit: <https://www.slpl.org/blogs/post/gfc-online-nonprofit-resources/>
  + **Questions?** Call the Central Library at 314 539-0357 or email Lisa Thorp at [lthorp@slpl.org](mailto:lthorp@slpl.org).
* Grant Space by Candid: [Introduction to Proposal Writing](https://grantspace.org/training/introduction-to-proposal-writing/) – free self-paced learning course
* Gateway Center for Giving – [Nonprofit Resources](https://www.centerforgiving.org/nonprofitresources) page

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| **Common Grant Application Short Form**  **Cover Sheet** | | | | | | |
| Grantmaker to whom this application is submitted: |  | | | | | |
| Application date: |  | | | | | |
| Organization’s legal name: (as shown on IRS Letter of Determination) |  | | | | | |
| Doing business as: (if different from legal name) |  | | | | | |
| EIN #: |  | | | | | |
| Address: |  | | | | | |
| City: |  | State: |  | | ZIP code: |  |
| Org. Telephone #: |  | Org. Fax #: | |  | | |
| Org. Website: |  | Org. Email Address: | |  | | |
| Executive Director:  (or top executive) | (Please include prefix and title) | Phone #: | |  | | |
| Email address: | |  | | |
| Main contact(s) for this proposal: | (Please include prefix and title) | Phone #: | |  | | |
| Email address: | |  | | |
| Board President: |  | Phone #: | |  | | |
| Email address: | |  | | |

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| Organization’s tax exempt status/IRS designation (e.g., 501(c)(3), 501(c)(9), etc.) | (Attach a copy of the IRS Letter of Determination. NOTE: this is not the state sales and use tax exemption certificate. If there has been a name change, provide copies of the amended state certificate of incorporation and amended IRS Letter of Determination.) |
| If not a 501(c)(3) nonprofit, then who is the fiscal agent? | (Attach a copy of the written agreement from fiscal agent plus fiscal agent’s contact information and EIN.) |

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| Organization’s mission statement: |
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| --- | --- | --- | --- | --- |
| Type of request (check one): Note: not all funders support each type of request. Check with individual grantmaker. | | | | |
| [ ] Capacity Building Support | | | [ ] Program/Project Support  [ ] New Project  [ ] Existing Project  [ ] Expansion of Existing Project | |
| [ ] Capital Campaign | | | [ ] Other (explain) | |
| [ ] General Operating Support | | |
| Project/campaign name:  (if general operating please indicate) | |  | | |
| Proposal summary: In 100 words or less summarize the purpose of this request. | | | | |
|  | | | | |
| Funding period requested: (be specific) | / / through / / | | Amount requested: | $ |
| Total project budget for this period: (not required if general operating request) | $ | | Organizational annual budget: | $ |
| Organization fiscal year: | / / through / / | | | |
| Geographic area(s) served:  (include specific counties) | (For this project. If general operations support, for this organization.) | | | |

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| --- | --- |
| Does your organization receive funding from a giving federation? Please list all that apply. (e.g., United Way, Arts and Education Council, Jewish Federation) |  |

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| Agreement |
| *I certify, to the best of my knowledge, that all information included in this proposal is correct. The tax exempt status of this organization is still in effect. If a grant is awarded to this organization, then the proceeds of that grant will not be distributed or used to benefit any organization or individual supporting or engaged in unlawful activities.*  *In compliance with the USA Patriot Act and other counterterrorism laws, I certify that all funds received from this funder will be used in compliance with all applicable anti-terrorist financing and asset control laws, statutes, and executive orders.* |

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| --- | --- | --- |
|  |  |  |
| Signature & Title of Authorized Representative (e.g. Executive Director) |  | Date |

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| **Important!** Please continue onto Page 4 for additional Short Form requirements. |

**In a maximum of three pages, please include:**

1. Brief summary of organization’s history and brief description of previous year’s accomplishments.
2. Purpose of this funding request. Please describe:
   1. Community/client needs or problems that will be addressed by this project AND 3-5 strengths of the community/clients your organization serves. *(See User Guide, Section C, Questions 5 & 6 for more information).*
   2. The target population, number of individuals, and geographic area that will benefit from this proposal.
   3. What your organization hopes to accomplish (outputs and/or outcomes).
   4. How your organization intends to accomplish the above.
3. If applicable: Names and brief description of roles of partners on this project.
4. List any internal or external efforts your organization is currently undertaking to incorporate diversity, equity, and/or inclusion (DEI) into its policies and practices. Are there DEI initiatives your organization hopes to undertake?

* *Answers to this question will provide a valuable perspective on our potential grantees’ capacity to address diversity, equity, and inclusion issues. See the User Guide, Section B, Question 3 for more information and example.*

**Required attachments:**

1. Project budget using the CGA budget template provided. *(NOTE: check both tabs of the spreadsheet).*
2. Organization’s annual budget.
3. IRS Letter of Determination.