Utilize this list of questions to prepare for the online application for a Northfield Shares Grant.
The online application cannot be saved/resumed later.

ORGANIZATION INFORMATION

Name of organization
Street address
City/State/Zip
Phone
Website
Employer Identification Number (EIN)
Is your organization an IRS 501c(3) not for profit?   Y/N
If no, what is your fiscal agent?
Contact person
Title
Phone (cell or other)
Email address

PROPOSAL INFORMATION

Project Title
Project Starting date
Project Ending date
Amount Requested from Northfield Shares
Total Project Budget

PROJECT SUMMARY

Briefly describe your project including population served (please limit description to 250 words)

PROGRAM NARRATIVE

Statement of Purpose
How does your project respond to a community need or opportunity?
Describe the expected impact of the project
Describe constituency/ies that it will benefit and approximate number of people in that will be impacted.

Are you applying for a Collaborative Leadership grant?   Y/N
If No, continue to Personnel Section
If Yes to "applying for Collaborative Leadership Grant," answer the following:
     *Collaboration - How does this project encourage coordination between and among organizations?
     *Collaborative Leadership - Why are you interested in working with others to achieve success on the proposed
       project? What specific goals are you aiming toward?
     *Partnership - Why is this project too large to be handled by one organization?
     *Organizations - What different organizations are you bringing together to collaborate with you?
     *Organizational Contacts - List organizational contacts' names, emails and phone numbers.
     *Past Planning or Collaboration - Have these diverse entities worked together previously for the effort you are
       proposing? If yes, explain past planning or collaborative work.
     *Previous Work - To what extent, if at all, has there been previous work on this project to date? Note the
       background context.

PERSONNEL

What key staff members are involved in this project and who else is needed for success?
How does your project encourage volunteerism and include the involvement of stakeholders in implementation?

FUTURE

How will your project provide long-term solutions to problems and/or make permanent impacts on the Northfield area?
How does your organization view this work? As short-term? As ongoing?
What are the future plans for the project and how will it be financially sustained?

PROJECT BUDGET

Funds & Resources
Will your project generate and/or leverage other funds and resources in the Northfield area?
If yes, how will you accomplish this?

Budget
Provide a comprehensive budget below for this project which lists funds currently available or applied for.
$_____Total Expenses
$_____Funds provided by your organization for this project
$_____Provided by Northfield Shares
$_____Provided by "Other"

EVALUATION

What factors are you using as your criteria for success?
How will the success of the proposal be measured/evaluated?
Who will be involved in the measurement/evaluation?
Upon approval of your grant, a final written report of the project including your evaluation will be expected. All unused funds will be returned to Northfield Shares.

CERTIFICATION

I have read the Northfield Shares Grant Guidelines to which I may be asked to respond in writing or by submitting appropriate forms. I certify that the information contained in this application is true and correct to the best of my knowledge.
Applicant Electronic Signature and Date

<mark>IMPORTANT DETAILS</mark>

Grant cycle timeline: Deadline for submission is OCTOBER 15. Applicants will be notified in December of the grant decisions, with funds being disbursed by end of December 2018.
Reminder to past grant recipients: Final Grant Reports are due by September 30 of 2018
Questions: Any questions may be referred to Executive Director Mike Krance at mikekrance@northfieldshares.org or 507-403-9755