

# Autism Artist Grant Application Form

## Instructions

- Please type and single-space all proposals.
- Please answer all of the questions in the order listed.
- Please use headings as provided.
- Please submit only one copy.
- Please do not include any materials other than those specifically requested at this time.
- Please send application to [autismartist@gmail.com](mailto:autismartist@gmail.com)

# Autism Artist Application Grant Cover Sheet

(Please feel free to make copies of this form or generate this one-page cover sheet on your computer.)

Date of application: \_\_\_\_\_

Name of organization to which grant would be paid. Please list exact legal name.

\_\_\_\_\_

Purpose of grant (one sentence): \_\_\_\_\_

Address of organization: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Executive director: Contact person and title (if not executive director):

\_\_\_\_\_

Is your organization an IRS 501(c)(3) not-for-profit? (yes or no):

If no, please explain: \_\_\_\_\_

Total organizational budget (for current year): \$ \_\_\_\_\_

Dates covered by this budget (mo/day/year): \_\_\_\_\_

Total project budget (if requesting project support): \$ \_\_\_\_\_

Dates covered by project budget (mo/day/year):

Project name (if applicable):

# Autism Artist Application Grant Proposal Format

- A. **PROPOSAL SUMMARY:** one-half page, maximum Please summarize in a short paragraph the purpose of your agency. Briefly explain why your agency is requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if a grant is made.
- B. **NARRATIVE**—Two pages maximum.
- a. **Funding Request**—Please describe the program for which you seek funding.
  - b. If applying for general operating support, briefly describe how this grant would be used
  - c. If your request is for a specific project, please explain the project including:
    1. A statement of its primary purpose and the need or problem that you are seeking to address.
    2. The population that you plan to serve and how this population will benefit from the project.
    3. Strategies that you will employ to implement your project.
    4. The proposed staffing pattern for the project, and the names and titles of the individuals who will direct the project.
    5. Anticipated length of the project.
    6. How the project contributes to your organization’s overall mission.
- C. **EVALUATION**—Please explain how you will measure the effectiveness of your activities. Describe your criteria for a successful program and the results you expect to have achieved by the end of the funding period.

# **Autism Artist Common Application Grant Proposal Format**

- A. ATTACHMENTS—Please label all attachments to correspond to the bold-faced, capital- ized items below.
- a. A. Financial Information—Please provide the dates that each document covers.
    - i. Your **MOST RECENT FINANCIAL STATEMENT**, audited if available. This statement should reflect actual expenditures and funds received during your most recent fiscal year
    - ii. Your **OPERATING EXPENSE BUD- GETS** for the current and most recent fiscal year.
    - iii. A **LIST OF** foundation and corporate **SUPPORTERS** and all other sources of income, with amounts, for your current and most recent fiscal year.
    - iv. Please list the foundations, corporations, and other **SOURCES** that you are **SO- LICITING FOR FUNDING** and, to the best of your knowledge, the **STATUS OF YOUR PROPOSAL** with each.

If project funding is requested:

- v. A **CURRENT EXPENSE BUDGET FOR THE PROJECT**. List each staff line separately and include % of time spent on project. Indicate the specific uses of the requested grant, if possible.
- vi. A list of all **SOURCES OF INCOME** toward the project, actual and prospective with amounts.

B. Other Materials:

- a. A copy of your most recent IRS letter indicating your agency’s tax exempt status, or, if not available, an explanation.

***Please email your completed grant application form to  
[autismartist@gmail.com](mailto:autismartist@gmail.com)***