



GRANT APPLICATION

Please follow the below guidelines in preparation of your grant request (between 3–5 pages single-spaced, excluding cover page or attachments):

Cover Page: Organization Information

- Date
- Name of organization
- Organization contact information (mailing address, telephone number, fax number, E-mail and website address)
- Federal 501(c)3 tax ID number (if applicable)
- Year organization was established
- Name and title of organization leader
- Contact person for this application, title, telephone number, and E-mail address

- Program area:
 - Health
 - Education
 - Arts
- Primary purpose of request:
 - Program
 - Core operating support
 - Capacity-building

- Total organization budget
- Total project budget (if applicable)
- Total requested from the Earl B. and Loraine H. Miller Foundation

Request Information

- *Organization background:* Brief description of your organization including mission, core programs, constituency and geographic area served, and organization accomplishments and track record of success.

- *Project impact and alignment:* Provide an overview of your project including:
 - Brief project description
 - Critical needs that will be served
 - Target population and geographic service area
 - Projected goals, outcomes, and impact
 - Approach to achieving impact, including how project will be conducted and collaborations and partnerships with other service providers
 - Ways in which your organization and this request connect to the Miller Foundation’s mission, program area focus, and grantmaking goals

- *Evaluation:* Describe your approach to evaluating the project (including internal and external data to be collected), as well as metrics that will be used to measure success.

- *Sustainability and leverage:* Describe steps you have taken and/or are taking to ensure organization and program sustainability. Also discuss how you would leverage Miller funding to strengthen your donor base.

- *Governance:* Discuss core governance strengths of your organization that allow you to maximize impact. Be sure to discuss staff leadership and expertise as well as Board leadership, including Board contributions to organization vision and income.

□ **Attachments**

- Project budget (for program or capacity-building requests). Please indicate other funding secured to date and pending requests for this project.
- Current approved annual organizational budget*

**If organization applying is a unit of a larger organization, please provide the budget for the unit applying; if the organization is fiscally sponsored, please provide the budget for the sponsored organization and not the larger sponsor organization.*
- Major funding sources and dollar amounts for the organization for the past two years
- Current financial statement with year-to-date actuals
- Most recent year-end financial statement (audited, reviewed, or compiled by a CPA strongly preferred)*

**If organization applying is a unit of a larger organization, please provide the financials associated with the unit applying; if the organization is fiscally sponsored, please submit the financials for the sponsored organization and not the larger sponsor organization.*
- Most recent IRS Form 990
- Most current strategic and/or business plan
- Board of Directors list with professional affiliations and year appointed to the Board
- Current copy of 501(c)3 letter of determination from both the Internal Revenue Service and the Franchise Tax Board or a copy of proof of being a unit of government

SUBMISSION INSTRUCTIONS

All applications should be sent as a hard copy to:

*The Earl B. and Loraine H. Miller Foundation
192 Marina Drive
Long Beach, CA 90803*

Applications must be postmarked by February 28, 2017.