

The Neumann Family Foundation

theneumannfamilyfoundation.org

Grant Application Instructions

Thank you for requesting financial assistance from our foundation. We consider it an honor to be asked for support.

Note: Many organizations hire grant writers to apply for grants. We happily accept grant requests written by the organization leaders and/or other members of the organization. All grant applications must be submitted electronically. Grant applications will be accepted year round, but applications received after June 1st each year will be considered for awards in the following year.

CLICK HERE TO APPLY

We encourage you to review the grant scoring rubric which follows the grant application instructions. Requests will be reviewed by a team from the foundation based on the rubric.

The following information will be required in your grant application:

- 1. Proposed Grantee:** The name of the organization requesting the grant.
- 2. Contact Information:** The name, address, phone number, email address of the person submitting the request.
- 3. Organization Summary:** A description of the organization including a brief history. If you are a branch or part of a larger organization please be as specific as possible as it relates to your part of the organization.
- 4. Purpose of the Grant:** Present the project for which the request is being made. Please give as much detail as possible. Also, if possible predict how many souls may be effected by the project.
- 5. Amount of Request:** The amount being requested from the foundation.
- 6. Project Budget:** Include the total cost of the project as well as a detailed breakdown of the costs involved. Please include any volunteer components in the project.
- 7. Sustainability:** If applicable how does your organization plan to fund the project on a long term basis?
- 8. Evaluation:** The foundation considers this a very important component of the application. How will the success of the project be evaluated and when would the foundations expect to see this evaluation?
- 9. Enclosures:** Please enclose a copy of your organization's IRS 501(c)3 letter along with any other supporting information.

Please visit our website or email info@theneumannfamilyfoundation.org with any questions.

The Neumann Family Foundation Grant Scoring Rubric

The intended use of this rubric is for scoring grants applications. It is meant to be a general guide used by the evaluation team, however they may also consider other pertinent information.

1. The project has the potential to impact a large number of people. _____ **25 Points**
2. Plans are in place for evaluating the success of the project and a timeline for communicating the evaluation to the foundation is included. _____ **20 Points**
3. The project will meet a specific need within the community or organization. _____ **15 Points**
4. A great deal of creativity, innovation, and initiative are shown in the plan. _____ **10 Points**
5. The project budget is reasonable and well thought out. _____ **10 Points**
6. Plans for the future including funding are in place. _____ **10 Points**
7. The application is clear, concise, follows the intended format, and includes adequate detail. _____ **5 Points**
8. Other sources of funding are included in the project costs. _____ **5 Points**

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