

## John T. Gorman Foundation

### Grant Application Instructions: Critical Support Grants Program

#### I. General Information

- The Foundation will only accept applications electronically. You can find the online application at: [www.jtgfoundation.org](http://www.jtgfoundation.org)
- Applications received late or incomplete will not be accepted.
- Only one application per organization is permitted for the John T. Gorman Foundation Critical Support Grants Program.

#### II. Application Format

Your application must adhere to the following formatting requirements:

- Please submit electronically
- All attachments should be in PDF format.

#### III. Application Checklist: Please use this guideline to check each part when completed. Any section that is missing or left blank will deem your application incomplete. Please do not send more than what is required; any additional materials will not be reviewed.

- Application Cover Letter (1 page or 500 words)
- Proposal summary (2 pages or 1,000 words)
  - Include overall purpose and goal of the proposal
  - Describe, through data, that the proposed efforts are addressing an unmet need
  - Describe your organization's track record of successfully meeting those needs
  - Identify the results sought for the populations in question, the plan for achieving those results and how you will evaluate it.
- Basic Organization Information
  - Must be a 501c(3) nonprofit status; please provide documentation
  - Have a mission that includes helping underprivileged residents of Maine
- Annual Operating Budget for current year and most recent past year

Note: If your organization is in a deficit, please explain.

- Program Income & Expense Budget including In-Kind (if applicable)
- Other Attachments:
  - Roster of current governing board, including affiliations
  - Most recent annual financial statement (independently audited, if available)

#### **IV. Delivery method**

The John T. Gorman Foundation is unable to review incomplete proposals. The Grant Application can be found on our website at [www.jtgfoundation.org](http://www.jtgfoundation.org). All applications must be submitted electronically by Friday, March 30, 2012. Late applications will not be accepted.