



**The Mosaic Foundation**  
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## **Mosaic Grant Application**

Thank you for contacting the Mosaic Foundation concerning a possible grant for your project.

Before applying for a Trustees Grant, you should carefully read our Grant Giving Guidelines to determine whether your proposed project meets our criteria. Before you prepare your application, you will need to complete a Letter of Intent that is due at the Mosaic Foundation office one month prior to the grant application deadline. The full application (below) includes a cover page, a grant application outline and a list of requested attachments. The proposal should be brief but complete. Please note that the Mosaic Foundation does not accept applications by fax or email.

### Grant Application Deadlines

- September 1
- December 13
- May 17

When applying for a grant, please note the following:

- If a deadline falls on a Saturday or Sunday, applications and Letters of Intent may be submitted until 5:00pm on the following Monday. Applications and Letters of Intent must be at the Mosaic Foundation office by the deadline date. (Those received after the deadline date will be deferred to the following grant cycle.)
- Trustees Grants are awarded in amounts ranging from \$1,000 to \$35,000. The requested amount should fall within that range.
- After your Letter of Intent is approved, you will be invited to submit a proposal to be reviewed by the Grants Committee and Board of Trustees. If there are any points needing clarification or if additional information is required, Mosaic staff will contact you.
- Mosaic Foundation staff may share information in your Letter of Intent, application or other communication with other individuals and/or organizations as the project and its potential significance is assessed.

If you have any questions, please contact Mona Hamdy at (202) 388-0000.

**TRUSTEES GRANT COVER SHEET**

Applicant Organization: \_\_\_\_\_ Application Date: \_\_\_\_\_

Name and Title of Contact Person: \_\_\_\_\_

Contact Person's Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Chairperson of Governing Body: \_\_\_\_\_

Project Title: \_\_\_\_\_

Duration of Project: From \_\_\_\_\_ To: \_\_\_\_\_ When are funds needed? \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_ Total Project Budget: \$ \_\_\_\_\_

Organizations Collaborating on Project: \_\_\_\_\_

**APPLICANT INFORMATION**

Date Established: \_\_\_\_\_ Number of Employees: Full Time: \_\_\_\_\_ Part Time: \_\_\_\_\_

Total Operating Expenses: Past Fiscal Year: \$ \_\_\_\_\_ Current Year: \$ \_\_\_\_\_

Has this request been authorized by the organization's governing body? Yes \_\_\_ No \_\_\_

Does the governing body have a policy that states that the organization does not discriminate as to age, race, religion, sex or national origin? Yes \_\_\_ No \_\_\_\_\_

Does the organization have IRS 501(c)3 tax-exempt status? Yes \_\_\_ No \_\_\_\_\_

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

Does the organization or parent organization have an endowment fund?

\_\_\_\_\_ Yes, current value is \$ \_\_\_\_\_ No \_\_\_\_\_

**Please identify funders that have been approached or may be approached for this program or project:**

<b>Agency</b>	<b>Amount</b>	<b>Approved, Denied or Pending</b>	<b>If pending, please indicate decision date</b>
Mosaic Foundation	\$ _____	Pending	_____
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____
_____	\$ _____	_____	_____

## **Grant Application Outline**

Please provide the following information clearly and concisely with adherence to the recommended space limitations. The format is intended as a guide; not every item will be relevant to every application. Please review the [Projects Planning Basics](#), as this will help you to complete the sections “Project Outcomes,” “Methods,” and “Data Collection and Evaluation.”

### **INTRODUCTION (not to exceed 1 page)**

**PROJECT SUMMARY/ABSTRACT:** In one paragraph of no more than 100 words, summarize the project including the project context, cost and duration of project, name of requesting agency, proposed outcomes and strategy for achieving them and amount requested from the Mosaic Foundation.

**AGENCY INFORMATION:** Describe the organization and its mission, population served and geographic area of service. Please include any recent significant changes made within the agency that could have an impact on this proposal (i.e. staff changes, current political situation, government funding etc.)

### **PROJECT NARRATIVE (not to exceed 5 pages)**

#### **STATEMENT OF NEED/PURPOSE STATEMENT**

- Explain why this project is necessary and the need(s)/issue(s) it will address and the significance of the issue(s). Include a description of the needs assessment process and present the major needs assessment findings.
- Document the size and characteristics of the population to be served. How will you reach this population? How will the population be involved in the design and implementation of the project?
- Describe the geographic area targeted by this project.
- Explain how the proposed project would expand or complement existing community services and describe any arrangements to collaborate and/or partner with other organizations.
- Address the relationship between the proposed project and the agency’s mission; describe the organization’s capacity to undertake the proposed project by documenting past accomplishments and providing evidence of participant and community support.

#### **PROJECT OUTCOMES**

- Describe the outcomes of the project in measurable terms. At the end of the grant period, who will be better off and how? What changes in the human condition are expected to occur?

## METHODS

- Describe the sequence of activities needed to accomplish the project outcomes. Include a project timeline.
- Discuss how the project methodology promotes sustainability, participation, equity, empowerment, partnership, civil society, and capacity development.
- Describe the responsibilities of staff and volunteers and their qualifications to perform those tasks. Describe any trainings, participant selection procedures, or policies, if applicable.

## DATA COLLECTION AND EVALUATION

- Describe what information will be collected to measure the progress and ultimate success of the proposed project. What data collection methods will be used?
- How will you know if you have achieved the outcomes proposed?
- How will the results be used and/or disseminated?

**NOTE: A report and evaluation of the project is to be submitted to the Mosaic Foundation upon project completion or one year after receiving funds, whichever occurs first.**

## FUNDING PLAN

- **Current and Future Funding:** Describe the financial plan for current and future support of the proposed project. What is the rationale for the amount requested? If other funding is necessary to complete the project budget, where will it come from? If the project will be continued beyond the grant period, how will it be supported?
- **Project Budget:** Present a line-item budget including project expenses and all income sources.

## ATTACHMENTS

- A copy of the IRS letter granting your organization tax-exempt status under Section 501(c)(3) of the Internal Revenue Code (with tax ID number on it)
- Letters of agreement or other documentation from any collaborating agencies
- Most recent audited financial statements
- If you received a grant from the Mosaic Foundation in the past, you must also submit a report detailing how you used the grant money and what you accomplished with the grant