

**Masonic Brotherhood Foundation  
Common Grant Application  
Instructions to Grant Applicants**

A. Write a cover letter.

Write a one-page letter that includes the following:

Name of the program.

The Program's Masonic Affiliation

Purpose of the program.

A strategic reason for the funder to consider the program

Amount requested

Time period for the program or project

Name of the contact person and contact information.

This letter should be signed by the board president or chairperson and the executive director, where appropriate.

B. Complete the Grant Application Form Cover sheet.

C. Write an executive summary of the project, program or campaign.

The executive summary must include:

A brief description of the project.

Specific outcomes you plan to achieve.

Who the project serves and why it is important.

Why your organization should receive the funds to implement the project, and how the funds will be disbursed.

D. Write a Narrative.

Write a narrative that follows the outline below, using the headings and subheadings provided. As long as the narrative flows in the designated order, feel free to include information that you believe is important to make your case. The questions reflect the general interests of grant-makers but are not intended to be all inclusive.

Be thorough, yet brief.

**Organizational Information:**

1. What is your mission?
2. Describe your organization's Masonic affiliation.
3. Describe your organization's history and impact in your area.
4. Give a brief outline of what your organization is currently doing.
5. Summarize your charitable successes and accomplishments.

**Purpose of Grant**

1. **Problem to be addressed.** Identify the need you will be addressing through the project. What services would your community be deprived of if you do not undertake the project? Provide data.
2. **Project Goal.** Describe the eventual impact of your program.
3. **Program operations.** Describe in detail the activities, objectives, and timelines that will enable you to address the problem or need.
4. **Sustainability:** Describe how the project will be supported in the future after the conclusion of the grant funding.

**Grant Evaluation**

1. Periodic and final expenditure reports will be required for every grant awarded. Metrics for success must be defined at the outset and data related to these metrics must be collected from the beginning of the project.
2. Describe the proposed program or project outcomes and how the success of these will be determined.

**Included documentation**

1. Verification of 501(c)3 tax exempt status. This will require copies of IRS determination letters indicating tax exempt/public charity status and copies of most recent IRS 990 documents showing charity status.

### Organizational Structure

1. List of officers and directors, including occupations, places of employment and other relevant affiliations.
2. List of key staff members, if applicable, and job descriptions of key personnel involved in the project.

### Financial information

1. Program/Project Budget or Capital Campaign Budget
2. Current operating budget
3. Requested Project Budget.