

FORT COLLINS AREA INTERFAITH COUNCIL (IFC)

Guide to Completing Grant Application

The guidelines below should assist you in preparing your Grant Application for the Fort Collins Area Interfaith Council, but **do not** need to be included with your application.

Mission of the Fort Collins Area Interfaith Council*

The mission of the Fort Collins Area Interfaith Council (IFC) is to address issues of community concern and mobilize faith-based teamwork to respond to the basic human needs of every person in our community. In keeping with this mission and the stated function of the IFC—to strengthen one another and our member bodies in witnessing to “religious conscience” and “faith based action” in our community—the IFC distributes monetary and non-monetary support to Fort Collins Area organizations to help remedy shortcomings in meeting human needs and their underlying causes.

* Excerpted from the Fort Collins Area Interfaith Council bylaws as revised in February 2009.

Grant/Funding Criteria

Criteria for evaluating projects and/or programs include:

- Is the issue or need clearly defined?
- Does it duplicate or overlap existing projects/programs?
- Are our resources sufficient?
- What is the probable success of the initial project/program?
- What real, identifiable difference will it make?
- How will it involve our members?
- Does it address any situation of injustice?
- How critical is this need in the overall community?
- How critical is this need relative to other needs?

Tips for Completing Application

The following tips should help you successfully complete the application to ensure a favorable review. Some of these steps may seem elementary, but too often, the simple mistakes can result in a non-favorable review of your application.

- Make several photocopies of the application to use as rough drafts if you plan to submit application by mail.
- If using a paper copy of the IFC application, type answers or print clearly—block letters are always easier to read.
- If using the Word (.doc) document, use the pre-formatted font and size.
- Make clear, brief, powerful statements.
- Don't write outside the allotted spaces.
- If you need more space, include a separate typed page with a “see attached” notification on the application.
- Make sure each page of the application is labeled with your organization name.
- Submit the application as directed on the application (mail or e-mail).
- Provide all the information requested on the application. If not available, please indicate why.
- The better you show how your organization mission fits with that of the IFC criteria above, the more likely you are to receive grant/funding.
- No requested amount is too small - request only the amount you really need.
- If there are viable, non-monetary ways the IFC can assist your organization these requests are welcome.
- Don't forget to sign the application.
- Make sure all application information is included or marked not applicable.
- Include your organization's website address if you have one.
- You do not have to be a participating Affiliate Member of the IFC to obtain a grant.
- Showing that your organization's purpose, mission, and focus align with those of the IFC greatly enhances your likelihood of receiving a grant.