



**2017 Grant Application Cover Sheet
and General Applicant Information**

Date of Application Submission: _____

Legal Name of Applicant Organization: _____
(Should be same as on IRS determination letter and as supplied on IRS Form 990.)

Known Name of Applicant Organization: _____

Tax ID: _____ Year Founded: _____

Address: _____

City: _____ State: _____ Zip: _____

Main Phone Number: _____

Main Fax Number: _____

General Email (if applicable): _____

Website: _____

Executive Director: _____

Phone Number: _____

Email: _____

Contact Person (if different from executive director): _____

Title: _____

Phone: _____

Email: _____

List any previous support from Navy SEAL Foundation in the last 3 years:

Project Name: _____

Purpose of Grant (one sentence):

Planned Project Start Date: _____ Planned Completion Date: _____

Amount Requested: _____ Total Project Cost: _____

Does the organization conduct an annual audit? ☐ Yes ☐ No

Most Recent Audited Fiscal Year: _____ Month Fiscal Year Ends: _____

Fiscal Year Revenue and Expense Comparisons

	Current Fiscal Year	Previous Fiscal Year
1) Total Budgeted Revenue		
2) Total Budgeted Expenses		
3) Total Program(s) Expenses		
4) % of Total Budget for General and Management Expenses		
5) % of Total Budget for Fundraising		
6) % of Total Overhead (add lines 4 and 5)		
7) % of Total Budget for this Project		
8) Amount Requested for this Project		
9) Amount Requested % of Total Project Cost		

Contributions to Organization:

	Percentage
• Corporations	
• Foundations	
• Individuals	
• Other	

Military Branches/Populations Served by Organization:

1) ☐ Navy ☐ Marine Corps ☐ Army ☐ Air Force ☐ Coast Guard

2) ☐ Special Operations Forces (specify):

3) ☐ Active Duty ☐ Reservists ☐ Retired ☐ Former
☐ Gold Star/Surviving Family ☐ Immediate Family ☐ Extended Family

4) Percentage of budget serving the Naval Special Warfare community and/or their families:

5) Number of active duty Naval Special Warfare personnel and/or their families who will benefit from this project: _____

6) Geographic Area(s) Served:

Printed Name	Signature	Date
Chairman, Board of Directors		

Printed Name	Signature	Date
Executive Director		

By signing this Grant Application proposal, both signatures agree to all requirements stated in the full Grant Application Package. Furthermore, if funding is awarded, the signatures understand awarded dollars may be forfeited and required to be returned in whole if requirements are not upheld during the 12 month granting period.

Below is the outline for the Navy SEAL Foundation Grant Application Narrative. **IMPORTANT:** Your organization's Narrative must be completed and submitted in MSWord, with a standard 11 or 12 point font, multiple line spacing of 1.15, and not to exceed 10 pages (not including the Cover Sheet and General Applicant Information section, Addendum and Signature section, and any pertinent supporting collateral materials. Any submissions not meeting this layout may not be considered for review.

1) Proposal Summary (Executive Summary)

The Proposal Summary should be about one paragraph of 3-5 sentences, no more than 100 words, include the amount of funding requested, and give the most general description of the use that will be made of the funds. If awarded funding, the Proposal Summary may be used for marketing purposes by the Navy SEAL Foundation.

2) Organization Description and History

In 1 to 2 pages, include the history of the organization, its structure, information about office locations that will be involved in carrying out the activities that will be funded by the requested grant, major accomplishments of the organization during the past 24 months, relevant experience and accomplishments of the organization, established partnerships and relationships that will be important to carrying out the activities funded by the grant, information about prior grants received during the past 24 months, and an explanation of how the description you provide makes your organization an appropriate grantee.

3) Project Narrative

In 1 to 3 pages, describe needs/problems to be addressed. Provide evidence that the issue exists and that the proposed project will contribute to a solution to the issue and enhance the wellbeing of the target population. Describe the target population and how they will benefit. Include project goals, measurable objectives, and action plans. Acknowledge similar existing projects or organizations, if any, and explain how your organization or proposal differs. Is this a new or ongoing project of your organization? Please include any collateral marketing materials directly related to the proposed project that will provide substantial information beyond what is included already in the Project Narrative.

4) Project Timeline/Budget Timeline

Using your Project Description, provide a timeline that shows the chronological order in which the activities listed under each goal heading will be undertaken and/or completed. Also include information about how/when funds that are awarded will be spent to support each activity. If this will be an ongoing program (beyond 12 months), please include the long-term strategies for funding the project at the end of the grant period.

5) Qualifications of Project Personnel

Describe the qualifications of key staff and volunteers who will ensure the success of the project.

6) Evaluation

Who will be responsible for evaluating the project, and how will success be defined and measured?

7) Budget

Provide a table with categories of expenditures that will be funded by the requested grant, how much funding will be required for each category, and how much of that funding will come from the grant request. Please note, the Navy SEAL Foundation will only fund direct services costs for the proposed initiative. Salaries, general and management, and fundraising costs will not be funded by the Foundation; however, these same categories should be included in the overall cost of executing the initiative.

8) Project Income Chart for Project (example below)

Revenue Source	Secured	Pending
J&J Family Foundation	25,000	-
Private Individuals	10,000	5,000
Corporations	20,000	5,000
Joe's Manufacturing Matching Funds	55,000	20,000
Navy SEAL Foundation Grant	-	25,000
Total Revenue	\$110,000	\$55,000

9) Project Expense Chart (example below)

Item	Budgeted Amount	NSF Funds
Director of Programs (proportion for project)	23,381	
Insurance, benefits and other related taxes	3,014	
Scholarships	919,500	20,000 (80%)
Tuition Assistance	185,000	5,000 (20%)
Equipment	5,750	
Total Expenses	\$1,136,645	\$25,000



Grant Application Addendum and Acknowledgment

Please Read Carefully!

Due to the large volume of requests, the Navy SEAL Foundation is unable to grant every proposal. Applicants should understand that rejection of a proposal in no way suggests rejection of the organization. All grant applications must be completed in hard-copy form and post-marked no later than July 31. An electronic copy of the Grant Application Cover Sheet and General Applicant Information section, Narrative, and Addendum and Acknowledgment section must also be sent by email in a single PDF document no later than July 31 at 5:00PM EDT. Grant applications must be completed in their entirety to be accepted. If your organization does not meet the following eligibility requirements, your application cannot be approved:

- Your organization must be tax-exempt under section 501(c)(3) of the Internal Revenue Service Tax Code.
- Your organization must serve active-duty personnel of the Naval Special Warfare community, reservists, their families and/or Gold Star/surviving family.

Ineligible categories for funding:

- Organizations that deny service to a potential client or beneficiary on the basis of race, religion, color, sex, sexual orientation, age, national origin
- Individuals
- Sponsorship for conferences, events, golf tournaments
- Construction of buildings or remodeling projects
- Development or production of books, films, videos or television programs
- Capital funding campaigns, excluding monument and memorials honoring NSW personnel
- Start-up organizations with less than 1 year of operation
- Individual schools in public school systems (other than through efforts to benefit system-wide programs and initiatives)
- Religious organizations, unless they are engaged in a significant project that is nonsectarian and benefits a broad base in the community

Application Format

Please use standard typeface of 11 or 12 points with multiple line spacing of 1.15 in MSWord for the Narrative. The Cover Sheet and General Information section must be saved in a PDF file. Please supply all information, but include only the documentation requested. Other included materials not directly related to the proposed project and provides substantial information beyond what is included already in the Project Narrative will not be considered for review as part of the proposal.

The following must be included to be considered a complete project proposal:

- Grant Application Cover Sheet and General Application Information Section
- Grant Application Narrative
- Project Budget
- IRS 501(c)(3) determination letter
- Most recent IRS 990 filing
- Most recently audited fiscal year financials
- Most recent annual report
- Current year's operating budget
- List of board of directors and their affiliations
- List of key organizational staff

Submitting the Grant Application

- 1) Two (2) hard-copies of the complete project proposals must be post-marked no later than July 31, 2017 and sent to:

Ms. Alison Messick
Navy SEAL Foundation
1619 D Street
Virginia Beach, VA 23459

- 2) An electronic copy of the Grant Application Cover Sheet and General Applicant Information section, Narrative, and Addendum and Acknowledgment section must also be sent by email in a single PDF document to programs@navySEALfoundation.org no later than July 31, 2017 at 5:00 PM EDT. While the preceding materials are required by email, you may also include other electronic documents of the completed project.

Full request for proposal details are available at www.navySEALfoundation.org/rfp. Project proposal submissions are accepted no later July 31, 2017. All executive directors of applicant organizations will receive notification of final reviews by October 1, 2017. For questions not addressed in this file, please contact Ms. Alison Messick at programs@navySEALfoundation.org.