



**Previews are provided to assist in the online application and reporting process. Use previews as a guide or worksheet.  
TGFF only accepts online submissions.**

## **Mini Grant Application Preview**

(For grants \$5,000 and under)

**Online Application Instructions:** In order to enhance our review of each proposal, please keep online responses concise.

### **Organization Information:**

1. Legal name of your nonprofit organization (and parent organization, if applicable):
2. Legal mailing address:
3. EIN Number:
4. Web address:

### **Contact Information:**

1. Name and title of the person submitting this proposal:
2. E-mail address:
3. Phone number:

### **Authorizations if awarded:**

1. Name and title of the person authorized to sign a grant contract:
2. E-mail address and phone number if different than above:
3. Name and title of the person authorized to set up ACH deposit / receive funds:
4. E-mail address and phone number if different than above:

### **Organization's Focus:**

1. Mission:
2. Vision:
3. What organizations offer the same or similar services in your region?

### **Mini Grant Request:**

1. Grant amount requested:
2. Total estimated cost of the project:
3. What will TGFF grant funds be used for specifically?
4. Of the grant funds requested, what percent will directly support the blind or visually impaired? Please provide an explanation if needed. (This number is for our statistical purposes only)
5. Who is your grant sponsor and how was your experience?

**Mini Grant Plan and Summary:**

1. A brief description of the project and the need.
2. What are the intended outcomes and impact as a result of this project?
3. Who and how many will benefit from the project?
4. Project timeline: Upload a table or spreadsheet with a brief project timeline with expected start/finish dates (month and year).

**Financials:**

1. Upload the following financials:
  - a. A specific line-item budget for this grant request
  - b. Your organization's overall operating budget for the current year
  - c. Your organization's most recent financial statement

**Should this grant be awarded, the undersigned agrees to the following:**

- Repay any amount not used for the purposes of the grant
- Submit a full and complete grant report to TGFF on the manner in which the funds were spent and the progress made in accomplishing the purposes of the grant
- Keep records of expenditures and make its books and records available to TGFF
- Not use any of the funds to influence legislation or the outcome of elections, or to carry on voter registration drives
- TGFF reserves the right to grant, deny or alter funding at its sole discretion
- The Gibney Family Foundation partners with organizations that represent and participate in diverse groups of people. Accepting the grant funds means your organization also commits to diversity, equity, and inclusion.

**Before final online submission please make sure:**

- ✓ Your family grant sponsor reviewed and approved the final proposal
- ✓ All necessary documents are ready to upload to support your grant application.