

Grant Application Preparation Sheet

Thank you for your interest in submitting a grant proposal to TPP! This sheet is designed to help you **prepare your application before submitting it through our online form**.

This **document contains the main questions we will ask you about your work**. At the time that you complete our online application form, **you will also be asked for some additional information**. This information includes:

* Website/Social Media information – please do include this where possible as our grant reviewers often find this helpful in understanding and appreciating your work.
* Whether anyone you know or work with has been funded by TPP.
* Your personal/organizational contact information
* Applicants outside the USA will provide a reference that meets TPP’s criteria (the reference provider must either be able to write from a professional email address and know your work well OR must be a TPP grantee of more than 6 months who has submitted their report)
* Other information regarding your project such as for how long you have worked on this project, whether you work as part of a group or organization, and other related details.

We recognize that **word limits** can be challenging. However, we do have word limits on our questions to ensure our review platform functions correctly. These limits are as high as feasibly possible (500 words for all questions). We encourage you to focus on submitting responses that address our questions as directly as possible. Please do not feel you must use all 500 words per question to be successful.

Please note: in addition to the main application questions listed below, which apply to all applicants, **those working on a few specific types of projects about which we often receive applications are asked some additional questions in our form that are related directly to that type of project.** These questions do reflect common questions that come up for our reviewers when reading applications. If you wish to prepare answers to those questions, the [link to a sheet contain those questions is here](https://secure.thepollinationproject.org/wp-content/uploads/2020/08/Additional-Questions-for-Specific-Issue-Areas.docx) and the topics for which we have additional questions available are:

* Projects seeking funding for 501(c)3 status
* Menstrual Health Projects
* Job Skills/Training/Entrepreneurship Projects
* Food Growing/Farming/Community Garden Projects
* Tree Planting/Reforestation Projects
* Microloan/Table Banking/Savings Projects
* Projects which are one-time events
* Projects working on behalf of farmed animals

Questions for All Applicants

**QUESTIONS ABOUT YOU**

* What principles or values guide you in your life? (500 words)
* Why are those values important to you and your work and how have they shaped how you carry out your project? (500 words)
* What steps do you take to grow as an individual and to ensure that you are living in alignment with those values? Is this an area that you think is important for you to develop? (500 words)

**QUESTIONS ABOUT THE ISSUE YOUR WORK ADDRESSES**

* Please briefly describe the specific issue(s) that your work addresses? (500 words)
* Please describe the experience that makes this issue meaningful to you and tell us what sparked your passion for working to address it. (500 words)
* What skills and qualities do you have that mean that you are well suited to effectively address this issue? (500 words)
* What impact has the global COVID-19 pandemic had on this issue? (500 words)

**QUESTIONS ABOUT THOSE SERVED BY YOUR PROJECT**

* Please describe the people/animals that will be served by your project. If you have selected a targeted group of beneficiaries, please also tell us how you selected those who will participate in or benefit from the project. (500 words)
* Please briefly describe to us where this work takes place. (500 words)
* How are you related to the community that this work serves? (500 words)
* Have you explored collaborating or partnering with any existing groups or organizations in the region who address a similar need to the one you have identified? What steps have you taken to explore the work of other groups and what did you learn? (500 words)

**QUESTIONS ABOUT YOUR PLAN**

* Please share with us your overall strategy and why you think it is an effective one. (500 words)
* Please tell us what outcomes you hope your project will achieve in the next 2-years and how you assess whether you are achieving your goals. (500 words)
* What activities have you already done in the past 12-months to address the issue described in this application? (500 words)
* What activities do you have planned for the next 12-months, and which of those activities will a grant from TPP allow you to carry out? (500 words)
* How will you ensure your work is carried out safely during the global COVID-19 pandemic? How will you ensure your project adapts as time passes to take into account the evolution of the spread of COVID-19 in your community and the changing guidelines from local authorities on how to work safely? (500 words)
* Does your project involve charging participants for goods or services? YES/NO
	+ IF YES: How do you know those charges are affordable and do you offer a sliding scale or other system to ensure they are accessible? (500 words)

**QUESTIONS ABOUT YOUR BUDGET**

* How much money have you raised in the past 12-months for this specific project? (500 words)
* Please list any grants from other foundations or organizations for this work? (500 words)
* FOR ORGANIZATIONS/GROUPS: What is your annual budget for ALL your work, not just the project for which you are requesting funding from TPP?
* If you were to be awarded this grant, will you have enough funding to carry out all of your work on this specific project for the next 12-months, or will you need to raise more funds to carry out those plans?
	+ IF MORE FUNDS NEED TO BE RAISED: Please tell us how much remains to be raised, your fundraising plans, and what will happen if you do not raise the total amount of funds needed. (500 words)
* Please tell us about the non-financial resources which may be available to you and how you have made use of them or plan to make use of them in carrying out this work. (*This includes things like volunteers, in kind donations, etc.)* (500 words)
* Please provide an itemized budget detailing how you will spend the grant from TPP if awarded.
	+ Our budget format is a line by line entry where on each line you enter the intended spending and the total expense of that cost. For example,

|  |  |
| --- | --- |
| **Cost of line item in US dollars** | **Items to be purchased** |
| $100 | 10 textbooks  |
| $10 | 5 hosepipes |
| $25 | 1 banner for promotion at events |