



Mahwah Municipal Alliance  
*Helping our kids make great decisions*

## **Application for Grant or Support—General Guidelines**

### **DISCLOSURE NOTICE:**

This application was modified from a form developed in June 1999 by the New York Regional Association of Grantmakers and by the Council of New Jersey Grantmakers. Their purpose was help non-profit organizations in the New York/New Jersey area save time in the grant application process. The MMA has used it as a guideline in developing its own process.

1. The MMA reserves the right to change or adjust the grant process at its discretion.
2. The MMA is under no obligation to fund any requests.
3. The MMA has no set timeframe around which it must provide a response to grant applications nor is it obligated to respond in writing.
4. Grant applications become the property of the MMA.

### **INSTRUCTIONS:**

1. Please review our web site to become familiar with our strategy and with the programs we have provided previously or currently support.
2. Please review this section completely.
3. Please contact us at [mahwahalliance@mahwahpd.org](mailto:mahwahalliance@mahwahpd.org) if you have additional questions after reviewing this grant application section.
4. Please answer all of the questions in the order listed.
5. Please use headings as provided.
6. Please submit only one copy.
7. Please do not include any materials other than those specifically requested at this time.

**Application Note:** We are working to develop an on-line application process. Until that is functional, we appreciate your patience with this more manual process.



## **Application for Grant or Support—General Guidelines**

### **GRANT AMOUNTS:**

No maximum or minimum has been set for any program; each proposed application will be individually reviewed against the selection criterion provided below.

### **CRITERIA FOR SELECTION:**

The following criteria will be used to evaluate each

1. Completeness of the application
2. Alignment with MMA Strategic Intent (see web site section)
3. Alignment with “How We Work” (see web site section)
4. Compatibility with other programs planned or undertaken
5. Demonstration of enduring impact or lasting effect
6. Discussion of financial need

### **SELECTION PROCESS:**

Grants are considered on a rolling basis, subject to available funding. The MMA meets regularly, at monthly intervals. Applications can be emailed to [mahwahalliance@mahwahpd.org](mailto:mahwahalliance@mahwahpd.org) or sent by mail to:

**Mahwah Municipal Alliance  
c/o Township of Mahwah Police Department  
221 Franklin Turnpike  
Mahwah, New Jersey 07430**



Mahwah Municipal Alliance  
*Helping our kids make great decisions*

### **MMA Application Form--Cover Sheet**

Please include this cover sheet with your proposal. Thank You.

<b>Requested Information</b>	<b>Your Answers</b>
Date of application	
Name of organization: (use exact legal name)	
Purpose of grant (one sentence):	
Address of organization	
Telephone number:	
Fax number:	
E-mail address:	
Key Contact/Executive:	
Is your organization an IRS 501©(3) Not-for-profit? Indicate yes or no	
If no, please explain:	
Grant Request: \$	
Type of Request: (See "How We Work" section of web site for additional information	
Total organizational budget (for current year):	
Dates covered by this budget (mo/day/year):	
Prior Financial Support from MMA Any MMA Members with whom you have a relationship:	



## **Grant Application Form—Detail**

**Prepare a formal request following the outline provided below. We request type written documents.**

- 1 PROPOSAL SUMMARY:** (one-half page, maximum)  
Please summarize in a short paragraph the purpose of your organization or effort. Briefly explain why you are requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if a grant is made.
- 2 NARRATIVE:** (one page maximum)  
Describe work of your organization, addressing each of the following:
  - a. A brief description of its history and mission.
  - b. The need or problem that your organization works to address, and the population that your agency serves.
  - c. Current efforts/programs and recent accomplishments.
- 3 MMA STRATEGIC FIT:** (one page maximum)  
Describe how the project contributes to the MMA's overall Strategic Intent. Provide:
  - a. A statement of the need or problem that you are seeking to address
  - b. Anticipated length of the project/program.
  - c. Strategies that you will employ
  - d. Please explain how you will measure the effectiveness of your activities
- 4 FUNDING REQUEST/USE OF FUNDS (half page maximum)**  
Whether applying for a full sponsorship, partial sponsorship or other form of partnering, please provide us with a total funding request, and how any funds will be used. Be as specific as possible.
- 5 ANYTHING ELSE (half page maximum)**  
Please tell us anything else that you feel is relevant to the discussion of the application.