Grant Process and Application Checklist

We receive a large number of requests and want to give fair consideration to everyone. Please understand that support in one year does not guarantee support in future years.

Prior to starting the online grant application, please review eligibility, guidelines and documents required to submit a completed application. We encourage you to also read "How to Submit a Strong Application", located on page 2 of this document for suggested tips ahead of application submission.

You will need to submit the following attachments with the online application:

_____ Financial statements (audited if available) for the most recent completed and current fiscal year

_____ Organization budgets for the current and proposed fiscal years

_____ Itemized budget for the proposed project

_____ Organization's most recent 990

_____ Donors list for the most recently completed fiscal year

_____ Donors list for proposed project (pending and confirmed)

_____ Bios of key staff

_____ List of board members and affiliations

_____ IRS determination letter

The grant review and decision-making process takes approximately eight weeks from the grant submission deadline date. Once decisions have been made, all applications will be notified of the status of their application by email.

How to Submit a Strong Application

When reviewing grant applications, the Torrington Savings Foundation takes into consideration:

1. Establish the need for your project. Demonstrate who will benefit and how they will benefit.

2. Measurable impact. What are the desired outcomes? Will the program generate long-term change for the community or for the individuals involved? Is the program sustainable? Does the program or project have a demonstrable impact on the community's needs? Provide the specific, measurable outcomes you expect your project activities to produce.

3. Number of people served and the level of need of the people to be served. Are they of low/moderate income? Do they represent historically underserved communities?

4. Provide a thorough and realistic budget. Objectives should be consistent with your statement of need.

5. How are you going to execute the project? Describe the ways in which you will achieve the objectives. What will be your key activities? Provide thorough details about them. Who will do what? When and how will they do it?

6. Summarize the organization's track record in successfully implementing programs. Do you collaborate or partner with other local organizations to help you reach your goals?

7. Demonstrate potential for leveraging additional or sustaining support. How will you continue to produce impact beyond the period of grant funding?