

STUF United Fund Inc.
An IRC 501(c)(3) Public Charity
EIN: 32-0203388
www.stufunited.org



PO Box 520511
Flushing, NY 11352-0511
TEL6: 718-228-1818
info@stufunited.org

STUF UNITED FUND INC. Grant Application Form

(This application form is adapted from the New York/New Jersey Common Grant Application Form created by Philanthropy New York and the Council of New Jersey Grantmakers)

Please be noted that STUF United Fund (STUF) will only review applications submitted by those who are invited to submit the grant application form. Any organizations/ individuals who are not invited should start with a Letter of Inquiry.

Instructions

- Please type and single-space all proposals.
- Please answer all of the questions in the order listed.
- Please use headings as provided.
- Please do not include any materials other than those specifically requested at this time.

Send your completed cover sheet, the proposal, and all the attachments as well as other supporting materials to STUF. Please submit electronic copies.

Email: info@stufunited.org

If you have any questions regarding grant application, please contact STUF Executive Director, Yi-Miao Huang, via the email address indicated above or call: 1-914-433-0415.

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Cover Sheet

Date of application:	
Name of organization to which grant would be paid. Please list exact legal name:	
Purpose of grant (one sentence):	
Address of organization:	
Telephone number:	Fax:
Email:	
Executive director:	
Contact person and title (if not executive director):	
Is your organization an IRS 501(c)(3) not-for-profit? (yes or no):	
Grant request: \$	
Your grant request is for <input type="checkbox"/> General operation <input type="checkbox"/> One specific project or program <input type="checkbox"/> Two or more programs/projects (Please check all that applies)	
Total organizational budget (for current year): \$	
If requesting support for a specific project/program: Total project budget (if requesting specific project support): \$	
Start time of the project: / /	End time of the project: / /
Project name (if applicable):	



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Grant Proposal Format

I. PROPOSAL SUMMARY: one-half page, maximum. Please briefly explain why your agency is requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if a grant is made.

II. NARRATIVE— Please be brief and precise when answering the questions

A. Background—Describe the work of your agency, addressing each of the following:

1. A brief description of its history and mission.
2. The need or problem that your organization works to address, and the population that your agency serves, for example, geographic location, socioeconomic status, race, ethnicity, gender, sexual orientation, age, physical ability, or language. (You can skip this question if it has been described in A-1.)
3. Please summarize your current programs and recent accomplishments. (You can skip this question if it has been described in A-1.)
4. Number of paid full-time staff; number of paid part-time staff; number of volunteers. (You can skip this question if it has been described in A-1.)

If you're requesting funding support for a specific project/program or multiple projects/programs, please answer B-1 section. If you're requesting funding for general operation, please answer B-2 section. If the funding will be used in both project/program and general operation, please fill out both B-1 and B-2 sections.

B-1. Funding request for project(s) or program(s)—Please describe each one of the program(s)/project(s) for which you seek funding. Please explain the program(s)/project(s) including:

- A statement of its primary purpose and the need or problem that you are seeking to address
- The population that you plan to serve and how this population will benefit from the project
- Strategies that you will employ to implement your project



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- The proposed staffing pattern for the project, and the names and titles of the individuals who will direct the project.
- Anticipated length of the project
- How the project contributes to your organization's overall mission

B-2. Funding request for general operation—Please explain the following

1. If this grant is approved, what percentage of the funding will be used for your management expense, fundraising expense, and program expense respectively? Or, please describe the percentage of your current year's management budget plus fundraising budget compared to your total organization budget.
2. As you described above, which part takes the most funding and why?
3. (If applicable) How are you going to divide this funding into different programs/projects? Which program/project will get the most resources and why?

C. Evaluation—Please summarize how you will measure the effectiveness of your activities. Describe your criteria for a successful program and the results you expect to have achieved by the end of the funding period.

III. ATTACHMENTS—Please provide all the following documents if possible. If any of the following is not available, please shortly explain the reason. **If you have provided any of the following documents to STUF before (when applying for affiliation, for example) and those documents are the most updated already, please indicate so and you don't have to submit again. If any of the documents can be viewed on your website, please provide the link.**

A. Financial Information—Please provide the dates that each document covers.

1. Your MOST RECENT FINANCIAL STATEMENT, audited if available. This statement should reflect actual expenditures and funds received during your most recent fiscal year.
2. Your OPERATING EXPENSE BUDGETS for the current and most recent fiscal year.
3. A LIST OF your major SUPPORTERS and A LIST of your other SOURCES OF INCOME if not by contribution (for example, member fees)
4. (If requesting for project/program support) A CURRENT EXPENSE BUDGET FOR THE PROJECT/PROGRAM. Indicate the specific uses of the requested grant, if possible.

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B. Other Supporting Materials

1. A list of your Board of Directors, with titles and occupations
2. A list of key staff
3. A copy of your most recent IRS letter indicating your agency's tax exempt status, or, if not available, an explanation that how your project is qualified as not-for-profit.
4. Your most recent annual report, if available.
5. No more than three examples of recent news or PR coverage of your organization, if available.