Please use this list of the Grant Application’s required fields to prepare for submitting the online application. Applications must be officially submitted using our online form. You may use this document to draft your responses and cut and paste the text from this Word document into the online form. Online forms must be completed and submitted in one session. Closing an incomplete and unsubmitted form in your browser will clear the form and no information will be saved or submitted. All form text fields are limited to 500 words.

General Information

Valid 501(c) EIN

Is your organization active in Maryland or Washington D.C.?

*Select one…Y/N*

Are you able to provide documentation confirming 501c status?

*Select one…Y/N*

Name of Organization

Website address

Contact Person's Name

Contact Person's Phone

Contact Person's Email

Name of program to be funded by Qlarant

Strategic reason for the Qlarant Foundation to consider this program stating how it fits into the mission of Qlarant.

Amount requested

Time-line for completion of the program. If more than one year, the milestone(s) to be met in the grant funding year.

If portions of the program are to be funded by other sources, state sources of the funding.

Proposal Information

Provide the purpose of the program and a brief description of it.

List up to 4 primary, measurable outcome goals for the program and for each goal, how you plan to measure improvement so that outcomes are clearly communicated.

*Format should be:*

*Goal 1:*

*Measure 1:*

*Objective 1:*

*Repeat for each goal.*

Who does the program serve? How many individuals will the program reach?

Why is your organization uniquely and best positioned to implement the program?

State in detail how you will spend the Qlarant Foundation funds. Include budget for program which Qlarant Foundation is supporting. [Sample Budget](https://www.qlarant.com/wp-content/uploads/2021/10/Sample-Project-Expenses.pdf)

Your plans to sustain the program at the termination of the grant.

Organization Information

Organization mission statement

Summary of your organization’s history

Organization's primary programs and activities

Organization's accomplishments

Number of staff with job titles. List key personnel.

Use of volunteers

Length of time Executive Director has been in place and brief description of his/her job history and education.

List of Officers and Directors

Applicant Status

*Drop down selection – options are: Current Grantee, Prior Year Grantee, Prior Year Applicant, New Applicant*