



Grant Application

Legal Name of Organization _____

Address _____

Website _____ telephone _____

Executive Director _____ email _____

IRS 501(c)(3) effective date _____ tax ID number _____

Is your organization affiliated with a religious or private educational institution? _____

Please provide your organization's mission statement and goals:

Please provide a summary of the history of your organization:

Please describe your organization's current programs and accomplishments:

How many people do you serve annually?

Please provide a summary of your proposed program or project for our \$100,000 award grant. Describe the specific needs it addresses; how it will benefit your target population; include a timeline for the implementation of the project; and how it will be staffed.

Along with your application, the following supplemental material should be submitted via Dropbox (instructions are attached):

1. Operating budget for the current year and projected year
2. Project budget details
3. Most recent audited financial statement
4. 501(c)(3) IRS cover letter page
5. List of Board of Directors
6. Annual Report, if available
7. Brochure of Organization, if available

***Each submission via Dropbox must have your organization's name on it ***

Instructions for Submitting Grant Applications Electronically to A Million Matters

All applications and materials must be submitted via Dropbox. You may open a free account, with 2 GB of space at [Dropbox](#).

1. This page will ask you to sign in (if you already have a Dropbox account) or allow you to create a FREE 2 GB account.
 - When Dropbox loads onto your desktop or laptop, double-click on the icon. Dropbox will open the main folder file. You may download the instructional PDF file that appears in your main folder.
2. Set up a new folder with your agency's name. Drag and drop your new folder into Dropbox (the main folder that has opened on your desktop).
 - Remember, the folder MUST have your agency's name and year. i.e. "Atlanta Community 2022"
 - DO NOT LABEL IT A MILLION MATTERS APPLICATION.
3. Once the folder is in Dropbox, right-click (Windows/PC) or Control-Click (Mac) your file. It will be highlighted at this point and a drop-down tab will appear. Click on the tab "dropbox" then "share link". A web page will open with your file. Click "Share".
4. Share the file to admin@amillionmatters.org. Make sure to click on the blue highlighted "send" box.

Be assured your file will be sent to A Million Matter's dropbox and will be secure.

Once a grant application is submitted, the applicant will not be allowed to make any revisions.