



Application Procedures

To apply, submit one (1) set of the following items. Please do not staple materials or place them in a bound notebook.

1. Grant Application form completed, dated, and signed by the Chief Executive Officer or Chairman of the Board of the organization.
2. Proposal of not more than two pages which includes (in this order):
 - a. A short introductory paragraph with a concise statement of the purpose of the request and the amount requested;
 - b. A detailed project description covering the issue being addressed, what will be different and why it is important; the outcomes to be achieved; the plans for accomplished the outcomes and project timetable; capacity of your organization to carry out the plans; if this is a collaborative effort, the role of each partner; how you will evaluate the success and effectiveness of the program;
 - c. A brief description of the history, mission, and activities of your organization.
3. Project Budget including both the anticipated sources of income and projected expenditures.
4. Organization Operating Budget for the current fiscal year including income (sources and amounts) and expenditures.
5. Board of Directors list with affiliations or occupations.
6. Financial Statement audited if available, for the most recent complete fiscal year.
7. Copy of IRS 501(c) (3) Determination Letter.
8. Optional materials may be submitted but are not required.

GRANT APPLICATION FORM

General Information

Name of organization: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Fax: _____

Contact person for application: _____

Title: _____

Contact's phone: _____ Fax: _____

Date of 501(c)(3) determination: _____

Project

Title of project: _____

Amount of request: \$ _____ Total project cost: \$ _____

Signature of Chief Executive Officer or Chairman of the Board:

Summary description of project (the issue and its importance, objective, plan):

Describe collaborative efforts—formal or informal—you have established with organizations working on similar issues or providing similar services: (how do you coordinate with or complement one another?)

List Primary Funding sources with amounts for this project:

Committed		Pending (give determination date)	
Name	Amount	Name	Amount

Future funding plans if this project is to continue:

Brief description of your organization's mission and primary activities:

Financial Resources

Organization's net assets: \$ _____ as of last fiscal year (month) _____ (year) _____

Revenues and expenditures for last fiscal year:

Income \$ _____ Expenditures \$ _____

Current fiscal year budget:

Income \$ _____ Expenditures \$ _____

Sources of funding:

_____ % Membership _____ % Annual campaign, events, etc. _____ % Fees

_____ % Government _____ % United Way/United Arts Council _____ % Other

Human Resources

Number of members of governing board: _____

Number of paid staff: Full-time _____ Part-time _____