

Stage 2 - Full Application

Before you begin

Based on the information you provided, your request appears to fall within the grant-making guidelines of the Foundation. As such, you are invited to submit a full grant application.

As a reminder before you begin - Documents you will need:

List of board of directors - Please include employment and/or community affiliations.

Most recent financial statement – Please submit either a financial audit, balance sheet, or statement of financial position.

Organization operating budget - Please include current fiscal year revenue and expenses, previous fiscal year budgeted, previous fiscal year actual.

Detailed project budget - Required for nonoperating support requests. The budget should include projected expenses and sources of committed and anticipated revenue. Note specific sources and amounts of any pending funding requests. A budget narrative may be included as needed.

501(c)(3) IRS determination letter - Required for all 501(c)(3) organizations or if using a fiscal agent/sponsor.

Letters of agreement and/or support - If applicable, include a letter of support from the collaborating organization. Requests to work with schools should include a letter from the school. If you have multiple letters they can be combined and submitted as one document.

If you have any questions, do not hesitate to contact us. We look forward to receiving your application.

Organization Information

Tax ID

Required for all 501(c)(3) organizations

Organization Name *

Legal Name (if different)

Address *

Phone Number *

Format: 999-999-9999

Web Address

Fiscal Agent Organization Name

Fiscal Agent Contact Information

Please list the first and last name of the contact person for the fiscal agent organization.

Fiscal Agent Phone

Tax ID

Government Issued Ruling Year *

Organization's Annual Operating Budget *

Format: \$100,000

Number of Full-Time Employees *

Number of Part-Time Employees *

Number of Board Members *

Number of Volunteers *

Mission statement approved by the board. *

Brief background/history of organization *

Brief description of organization's primary current programs *

Geographic Area Served Narrative *

Geographic area served by the organization

Population(s) served by the <i>organization</i> *

Fiscal Year Start Date *

Most recently completed fiscal year.

Fiscal Year End Date *

Funding history, including both public and private funds *

Indicate percentages of funding from specific sources and mention any significant changes in this area.

Contact Information

Head of Organization

Prefix	First name	Last name	Contact title	Phone	Email
--------	------------	-----------	---------------	-------	-------

Request Contact

If different from Head of Organization entered above

Prefix	First name	Last name	Contact title	Phone	Email
--------	------------	-----------	---------------	-------	-------

Request/Project Information

Title of Request/Project *

Indicate project title or operating support or capital request

Amount Requested *

Format: \$10,000

Total Project Budget *

Enter organization budget if requesting operating support. Format: \$100,000

Number of people served by project *

Please enter a numeral.

Brief description of the project and proposed use of funds *

Describe the targeted population served by the project *

Geographic area of people served by the project *

Project Time frame *

Indicate the project beginning and end dates or that the project is ongoing.

Grants from other foundations *

List grants pending and received for the project or for operating support. Include name of foundation, amount, and purpose.

Project details: *

Discuss need, outcomes, implementation, measurement, capacity, partners, and sustainability

Optional Project Attachment

A file with charts, photos, or maps can be uploaded here, if it is helpful to understanding the project.

Please type your name below once you have determined the following to be true:The board of directors has authorized filing of this requestThe information is true and correct to the best of your knowledgeYou are an authorized representative of the organization *

Attachments

List of board of directors *

Please include employment and/or community affiliations

Most recent financial statement *

Most recent audit, Balance Sheet, or Statement of Financial Position

Organization operating budget *

Please include current fiscal year revenue and expenses, previous fiscal year budgeted, and previous fiscal year actual.

Detailed project budget

Required for non-operating support requests. The budget should include projected expenses and sources of committed and anticipated revenue. Note specific sources and amounts of any pending funding requests. A budget narrative may be included as needed.

501(c)(3) IRS determination letter

Required for all 501(c)(3) first time applicants.

501(c)(3) IRS determination letter of fiscal agent

Required if using a fiscal agent

Letters of agreement and/or support

If applicable include a letter of support from the collaborating organization. Requests to work with schools should include a letter from the school.

Additional Information

Any additional information you would like to provide about the organization or current request.