

REQUIREMENTS FOR GRANT APPLICATIONS

The following information is required for all grant applications:

1. Legal name of organization as shown on IRS exemption letter.
2. Physical and mailing address.
3. Name of the executive director or CEO of organization.
4. Contact name and title for the grant request.
5. Telephone number.
6. Fax number.
7. E-mail address.
8. Amount of money requested in this grant application and total cost of the project.
9. Using no more than three (3) sentences, describe how the grant funds will be used.
10. Mission of organization, primary goals and recent major accomplishments of the organization.
11. Project description: You must provide a thorough description of your project.
12. Please follow format and letter each section:
 - a. Number of clients to be served by this grant.
 - b. The community need met by the proposal.
 - c. What other local agencies or services address the same problem(s) and how they do so - a statement of how your approach differs from or augments these services.
 - d. Plan for output measurement: the direct product of program operation (e.g. # of classes taught, # of participants served).
 - e. Plan for outcome measurement: the benefit to participants during or after participating in the program.
 - f. A timetable and/or work plan for the project.
 - g. If your project/program will cost more than you are requesting from us, indicate how you will fund the balance. Show any in-kind support, other grants applied for, and/or funds already received on your project budget.
 - h. If the program is ongoing, indicate a plan for continuing to fund the project after the initial grant period is over.
 - i. If the program utilizes volunteers, elaborate on the screening methods used and your ability to attract volunteers.
13. A line item budget for the project for which you are applying. Please include revenue and expenses for this project.
14. If applicable, letters of agreement from collaborating organization(s).
15. Quotations from three separate sources for any individual item or system over \$1,000 requested in the grant and outlined in the budget.
16. Amount of your agency's endowment, if any; and amount of endowment of affiliated organization and/or foundation, if any.
17. Where applicable, the percent of your annual budget that goes to your national affiliate. Will any percent of this grant go to your national affiliate

and if so how much?

18. A copy of your organization's audited or reviewed statement of income and expenses for the previous two years and most recent 90 days if applicable.
19. Current annual agency budget with year to date actual and variances (revenue and expenses). Include next year's budget if available.
20. A copy of the organization's most recent 501 (c)(3), determination letter, which is the IRS letter of exemption from federal income tax or other proof of federal tax-exempt status.
21. A list of the Board of Directors.
22. A letter signed by an officer of the board or the executive director authorizing submission of the proposal.
23. What percentage of your annual budget goes toward administrative expenses?

REQUIREMENTS FOR GRANT PAYMENT

- Payment of a grant will be made to an organization upon the Foundation's receipt of a signed grant agreement and satisfaction of any conditions outlined in the agreement.
- Grant recipients are required to report on the expenditure of funds awarded to them from the Foundation within one year of the grant award.
- Funds not utilized in accordance with the conditions and terms of the grant agreement or grant application must be returned to the Foundation.
- Grant recipients must complete any post grant outcome and measurement form required by the Foundation.