

Sample Foundation Application Form

Grant Application Cover Sheet

Name of Applicant:

Address:

City:

State:

Zip code

Telephone: ()

Fax ()

Electronic mail:

Web site:

Authorized Contact Person

Title:

Phone (if different from main number):

If a Fiscal Sponsor is Used, Include Contact Name, Address and Phone Number:

Amount Requested (Specify Per Year Amount if a Multi-year Request):

Total Organization Budget for Years in Which Support is Requested::

Total Expenses for Most Recently Completed Fiscal Year (Specify Dates of Fiscal Year):

Brief Description of Project (One or Two Sentences):

Geographic Area Served by Project:

Beneficiary Group(s) Targeted by Project (racial, ethnic, gender, age, income level, etc.)

Proposals Should Include:

- Executive summary or overview of the project
- Information about the organization applying for funds, including a summary of its background, purpose, objectives, its experience in the area for which funds are sought, and the background and experience of its key personnel
- Description of the project for which funding is requested, including discussion of the need to be addressed; specific goals, objectives and outcomes; activities planned to meet goals, objectives, and outcomes; project timeline; and plans for implementation, evaluation, and distribution of findings
- Itemized project budget including proposed funding sources, amount of funds requested, their proposed use, and the time period over which they will be expended
- Names and qualifications of key persons involved in the project
- Organizational income and expenses for previous, current, and coming fiscal years
- List of board members and their affiliations
- IRS letter confirming Internal Revenue Code 501(c)(3) status and classification as a public charity
- Copies of financial statements (audited if available) for the most recently completed fiscal year