

Grant Application

- 1. Cover letter on letterhead** (1 original and **10 copies**)

- 2. Summary page** -organization name, address, contact person, phone, fax, e-mail (1 original and **10 copies**)

- 3. Narrative** (3-5 page proposal) (1 original and **10 copies**) **Please be concise!**
 - 1. Agency information** - briefly describe mission, history and current programs
 - 2. Purpose of proposed project** – include:
 - need statement
 - target population
 - goals and objectives
 - activities planned, timeline
 - collaborators
 - what part volunteers will play
 - 3. Proposed project budget** including all funding strategies and in-kind contributions – must be specific to requested project.
 - 4. Evaluation** - show expected results, measurements of success, how you will disseminate results

Attachments (**1 copy** of each)

1. Board of Directors
Occupations and community affiliations
2. Anti-discrimination statement adopted by Board
3. List of names and qualifications of key staff
4. Most recent year-end financial statement (audited if available)
5. Current agency budget (Not required by public school system affiliates)
6. Annual report (if available)
7. IRS 501(c) 3 determination letter (not required by public schools)
8. List of major contributors and amounts
9. In-kind donations

NOTE: If your organization has previously received a grant from the Foundation, you **must** submit a Final or Interim/Progress Report before being considered for another grant. If you are unsure as to whether you have a report due, or for any other questions, please contact our office at 303/469-7208.