

APPLICATION CONTENT AND ATTACHMENTS - GENERAL

A brief, stand-alone executive summary of the request is required. All questions have character limitations, spaces are included in the count. A project budget form is available to download and **must be used** to summarize project revenue and expenditures and provide information on other funders for the project or study. **Applications that do not use the Foundation's project budget form will not be considered.**

The general application asks for specific information about the program or project, including a brief history of the organization, explanation of the need, what the grant is expected to accomplish, demographics and characteristics of the population served, how the program will be carried out and by whom, the methods and procedures which will be used to evaluate its effectiveness, the total project cost and amount being requested, and how the project will be funded in total during, and when applicable, after the proposed grant period. In instances where the proposed project is a collaborative effort, detail on the other organizations involved and the nature of their involvement will be required.

The following documents need to be uploaded with the application:

- A cover letter **signed by the chief executive of the organization** with the proposed grant amount and a summary of why financial aid is requested.
- Two years of the most recent audited financials. If these are not available, Form 990 will be accepted.
- A detailed, line-item project/study budget and list of other funding (using the Budget Form provided to download with the online application);
- A list of the board of directors and their corporate affiliation;
- If the requesting organization is doing business under another name ("doing business as," "d/b/a"), a copy of the documentation from the applicable state/government entity, generally the Secretary of State's office, recognizing the d/b/a name;
- A copy of the IRS ruling or determination letter indicating that the grant seeking organization is exempt from Federal Income Tax and establishing its status as a publicly supported organization;
- Supplemental information, limited to one file, that directly relates to and clarifies the project, such as photos (do not use this space to extend your project narrative, and do not include annual reports or general agency marketing materials such as brochures as such will not be considered);
- For construction projects only, architect renderings or schematics, or pictures that show the scope of the proposed project, if available.