

Legal name of organization applying *

Should be the same as on IRS determination letter and as supplied on IRS Form 900



Year Founded *

Contact Information (Principal/Administrative Office)

Mailing Address *

Street Address

Address Line 2

City

State / Province / Region

ZIP / Postal Code

Country

Phone *

Website *

Organizational Information

Organization's History *

Organization's mission and goals, long-range plans *

Outline current programs and activities *

Current Annual Operating Budget *

Geographic Area Served *

Major Accomplishments *

Project Information

Project Name: *

Purpose of Grant *

(one sentence)

Beginning and Ending Dates of the Project: *

Amount Requested: *

Total Project Cost: *

Specify if the project is a new or continuing program *

New

Continuing Program

Describe the proposed program or project: *

Please specify the extent to which the project can be realized if no funding from the Foundation is granted? *

Identify other organizations, partners, or funding agencies participating in the project

click plus to add more



Project Details

Where will the program/project be actualized? Provide qualifications of the institution or venue (if different from the organization) *

Identify the needs to be addressed, number of people to be served by the project *

Project Goals and Objectives *

Timetable for implementation: *

Evaluation *

Describe the plan to document progress and results. Plan should delineate the metrics used for evaluation. Final evaluation and expenditure reports will be required for each grant awarded.

Principle investigator / Project Lead Information

Principle investigator / Project Lead *

First

Last

Principle investigator / Project Lead Email *

Name any additional professionals participating in the project management or operations

Click plus to add more

First	Last
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Attachments

All attachments must be named in the following format:

YYYY – Project name – document uploaded

Example: 2027 – Project XYZ – Budget.xls

Project Budget *

Grant Application Budget Outline

An accurate, detailed budget for proposed projects is required.

Please break down the total budget into the specified items listed below. A narrative description explaining unusual budget items and, if applicable, the percentage of “overhead” applied to the project should precede the itemized listing. “In-kind” expenses and donations of matching funds should also be described. As long as the application contains the following information, it can be submitted in any format (word, excel, pdf, etc.).

Heading

Please specify the budget period, e.g., calendar year (Jan – Dec) or fiscal year (July – June)

Expenses

Please itemize the following expenses and include any additional items relevant to your particular project. Provide an expense total.

Salaries and wages by individual position, specifying full- or part-time positions

- Payroll taxes
- Fringe benefits and related fees
- Consultant and professional fees, e.g., accounting, legal, etc.
- Travel
- Equipment, hardware, software
- Supplies and materials
- Printing and copying
- Telephone and fax
- Postage and delivery
- In-kind expenses
- Project overhead (the Foundation allows up to 15%)

TOTAL EXPENSES

Income

Please include all confirmed and anticipated sources of revenue, and indicate their status. Provide an income total.

- Government grants and contracts
- Other Foundation grants
- Corporate or individual donations or grants
- Project income, sales, or fees
- In-kind support
- Other revenue

TOTAL EXPENSES

Accepted file types: pdf, doc, docx, Max. file size: 512 MB.

Copy of the current IRS determination letter indication 501(c)(3) or 501(c)(6) tax-exempt status *

Max. file size: 512 MB.

Most recent annual financial statement *

Max. file size: 512 MB.

Resumes and/or job description of key personnel involved in the project *

Max. file size: 512 MB.

List of other funding agencies and potential funding sources and amounts committed of requested individual contributions and other sources of income supporting the project *

Max. file size: 512 MB.

Current board-approved annual operating budget for the organization or department *

Max. file size: 512 MB.

Letters of support that substantiate need for the project and collaboration with other organizations *

Drop files here or

Max. file size: 512 MB.

Optional