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**Grant Application and Cover Letter**

***Application Deadline: March 1st***

**Date:**

**Contact Information**

Name: Title:

Phone: Email:

Relationship to Organization (staff, volunteer, Board member):

**Organization Information**

Name:

Address:

Website: Email:

Total Organization Budget:

**Project Information**

Project Name:

Amount Requested: Total Project Budget:

Project Summary: (*Summarize your project request in 1-2 paragraphs. 200 words max.)*

**Signature of Principal Executive or Volunteer Officer**

Printed Name: Title:

Signature: Date:

**Proposal**

* **Proposal Narrative:** Proposals should not exceed 4 pages and should clearly set forth the proposed program/project and objectives. Proposals should include:
	+ A brief history of the organization, including its mission.
	+ A statement of need for the program/project.
	+ Goals and objectives for the program/project.
	+ A description of activities to achieve the stated goals and objectives.
	+ An outline of how the program’s success will be monitored and evaluated.
	+ An explanation of how the program would be successful if only partial funding is awarded.
* **Attachments**
	+ Program/project budget, including revenue and expenses. Under revenue, please include other foundations you have applied to for funding.
	+ Organizational budget including revenue and expenses.
	+ Copy of IRS 501(c)(3) letter of determination.
	+ Most recent audit or IRS 990.
	+ Optional: brochure, newsletter article or other written material describing program.

**Submission Instructions**

* Please submit all materials in Word, Excel, or PDF format by email to swantzff@gmail.com on or before March 1st.
* Questions can be directed to Jennifer Swantz, President, at swantzff@gmail.com.
* Upon receipt of the completed proposal, the Foundation may request additional information or schedule a visit.