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.