



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.