

**APPLICANT ORGANIZATION**

DATE OF REQUEST \_\_\_\_\_

LEGAL NAME OF APPLICANT

TAX #

ADDRESS

CITY

STATE

ZIP

APPLICANT WEBSITE

CHIEF EXECUTIVE OFFICE / PRESIDENT

# OF EMPLOYEES

PART-TIME

FULL-TIME

VOLUNTEER

CURRENT OPERATING BUDGET TOTAL

PRIMARY SOURCE OF FUNDING

APPLICANT'S MISSION STATEMENT

**APPLICANT CONTACT INFORMATION**

PRIMARY CONTACT

POSITION

PHONE NUMBER

ALTERNATE NUMBER

EMAIL

**FOR OFFICE USE ONLY**

DATE APPLICATION RECEIVED	_____	DATE PRESENTED TO BOARD	_____
BOARD APPROVAL DATE	_____	BOARD DENIAL DATE	_____
AMOUNT OF GRANT	_____	FUNDING PRESENTED ON	_____

**FUNDING REQUEST INFORMATION**

1. AMOUNT OF FUNDING REQUEST

2. TOTAL COST OF PROJECT

3. DATE FUNDS ARE NEEDED

4. CHECK MADE PAYABLE TO

5. NUMBER OF CONSTITUENTS PROJECT WILL SERVE DURING FUNDING PERIOD

6. BASIS FOR CONSTITUENT SERVICE ESTIMATE

**PROGRAM/PROJECT DESCRIPTION (PLEASE LIMIT TO 2-3 PAGES)**

Describe the project or program for which funding is being requested and the need for this project or program.

- Include information regarding constituents to be served.
- Criteria for selection of those served.
- What services will be delivered?

- How and where services will be delivered.
- Describe any collaborative arrangements with other organizations that may participate in the project or program and describe their role.
- Include information on the amount of funding requested from other sources for the project or program and the amount that has already been secured, if any.
- Include information on how the project or program will be sustained after this grant is expended.

## **EVALUATION**

How will you determine if the objectives of your programs/project are met? What information will you track, what analyses will you use, who will make the evaluation, and how will you report your outcomes?

## **SUPPLEMENTAL DOCUMENTS**

Please include with this grant statement the following:

- Board of Directors List
- Officer's List
- Most recent IRS 990
- Copy of 501(c)(3) IRS Determination Letter
- Copy of your most recent audited financial statement (if applicable)
- Current Operating Budget
- Project budget reflecting projected income and expense

You may include any relevant materials including annual reports, brochures, etc. In an effort to conserve paper, please do not submit a customized grant proposal.

Please submit applications online or email to: [info@212.foundation](mailto:info@212.foundation)

If you require additional information or have questions, please call 405-802-1926 or email [info@212.foundation](mailto:info@212.foundation)