

GRANT PROPOSAL FORM

Name of Applicant Organization: _____

Address: _____

Contact Person: _____

Telephone: _____

Fax: _____

E-Mail: _____

Website: _____

Amount Requested: _____

Brief Description of Project: _____

Proposal Narrative (no more than three pages) - It should contain organizational history, project justification, significance to the community or state and the number of people the grant will impact.

Budget Material - A complete budget for the project, how you propose to fund it, the most recent annual audit or other approved annual financial statement for the organization, no fewer than three price quotes from vendors for all services or durable goods to be purchased and a copy of the 501(c)(3) determination letter from the IRS unless the applicant is a public institution.

Description of the Applicant Organization - A list of officers and board members, descriptive brochures or promotional literature about the organization and, if applicable, letters from financial or program partners in the proposed project.