



Final Grant Application

Congratulations! Follow the instructions below for the Final Grant Application. The Foundation will review applications June 30 through September 30, during which time you will be notified of denial or acceptance. We may request a site visit during this time as part of the grant review process.

Instructions

1. Fill out the Final Grant Application.
2. Download the completed cover sheet and application.
3. Hard mail the cover sheet along with the signed and completed application and supportive materials to the address below, which must be **postmarked no later than June 30**.

Cover Sheet

Grant Application Number assigned to you: #

Name

Title

Phone () -

FAX () -

Organization's legal name

Affiliation (if applicable)



Final Grant Application

No more than four pages, please.

Organization history (500 words)

Goals and objectives (short- and/or long-term)

Services (brief)

List your Board of Directors/Trustees

(name, title, business, address, phone, email, website, role on Board), if applicable

Total # of employees and # of volunteers

Who does the Project Director report to?

Short paragraph on key project personnel (if applicable)

Name of Chief Financial Officer (CFO)

Direct phone number

Is your CFO the Fiscal Agent for the grant?

Project summary

Project description

(objectives, goals, need, issues, approach, supporting research, strategy, expected outcome)

The need

The issue addressed

The approach

Research supporting your idea

Strategy (how does it differ from others in the field?)

Scientific method to be used

Reporting mechanisms

Database

Evaluation

Measurement of success

What are the anticipated outcomes?

How will you know it is successful?

Will you issue a project status report monthly or quarterly?

What is your grant history?

(past five years: grantor, grant total, year, outcome)

What are the income sources for your organization?

(% of government, foundation, corporate, other)

Are there collaborative partners?

If so, briefly describe the name, contact, Mission and responsibilities of each

Briefly describe the value of this grant to each partner

What will it allow them to do as a partner?



Project budget

Expenses (one sheet)

- Staff (explain PT/FT; salaries/wages per person, qualifications of project staff, if applicable)
- Equipment (lease, purchase, maintenance)
- Computer needs
- Insurance
- Marketing, public relations, advertising
- Postage/delivery
- Rent/occupancy
- Supplies/materials
- Miscellaneous (line item)

Expected outcomes

Will research be completed within one year of this proposal? Yes No

Is an on-going grant needed? Yes No

If so, please explain.

Is this grant for an existing or new project?

Is this grant the only one required for this project? Yes No

Are you seeking other funders for this project? If so, please explain.

Explain the timeline for implementation and completion of the project

Other explanations for consideration (not included in the above four pages)

Additional letters of support, if you think this would help your case (attach)

A current financial statement or most recent audit, including IRS 990 (attach)

IRS Determination Letter of 501(c)3 Status

Annual Report, if applicable

Press Releases/news articles about your organization (limit, please)

Please send a statement regarding what impact you expect this research grant to have on humanity. (250 words or less)

If accepted, will you issue a Final Statement of Accounting for the grant?

Please include this statement:

"I hereby verify that the information provided is accurate and honest to the best of my knowledge."

Your Signature

Name printed

Date

Signature of President of the Board or Executive Director
(if not the person above)

Date

This Final Grant Application is due/postmarked to us at the address below **no later than June 30 of this year**. We welcome questions during this process, as well.