

Application Date _____

I. General Information

Name _____ Title _____

Organization _____

Lead Executive _____

Street Address _____

City _____ State _____ Zip _____

Phone Number (Day) _____ (Evening) _____

Email: _____ Fax: _____

Amount Requested

Current Program New Initiative Operating Expenses (see instructions for descriptions)

Amount _____

Summary of Request

Summarize the program/ project for which you are seeking funding:

II. History and Details

- ❖ **Describe your affiliation with 828 Foundation**
- ❖ **Detail the history of your organization**
- ❖ **List your mission and vision statements**
- ❖ **List the outcomes you seek to achieve through the program for which you are seeking funding (see instructions for definition of terms)**
- ❖ **List some of the inputs, activities, and outputs you will use to achieve these outcomes**
- ❖ **For building projects, please include a minimum of 2 quotes from qualified contractors**
- ❖ **Provide any other details you feel are necessary to fully understand your request**

III. References

- ❖ **Provide a brief resume the executive director or person overseeing the organization.**
- ❖ **List your board members, their occupations, the offices they hold and length of involvement.**
- ❖ **List your full-time and part-time staff.**
- ❖ **Provide three character references, including the person's name, address, phone number, affiliation, and the length and nature of your relationship. Board members do not qualify.**

IV. Financial

Please provide the following documents:

- ❖ **A financial statement of cash flow for the past year**
- ❖ **A budget for the present and preceding fiscal year**
- ❖ **A copy of your IRS 501(c) 3 Tax Exemption Letter**
- ❖ **Your most recent financial audit by an independent CPA**
- ❖ **A list of your ten largest donors and their contributions in the present and preceding fiscal year**
- ❖ **2 letters of community endorsement**

What major debts are you currently carrying?

Please provide information about your assets and liabilities.

What are your major expenditures? (i.e. administration, salaries, development, etc.)

**How exactly will you use the funding you are seeking?
Please itemize dollar amount and category.**

What are your major fund raising methods?

Have you ever received funding from 828 Foundation in the past? If so, when?

V. Involvement

Describe the feasibility and desirability of volunteers from 828 Foundation visiting and getting involved in your program/ project. Please be as specific as possible.

Subject to the award of a grant or partnership for your program/ project, we ask that you acknowledge and agree to the following good faith commitments as witnessed by your signature.

❖ We will employ the awards given by 828 Foundation for the purposes stated in this application. Should this not be possible, will return the award to 828.

❖ We agree to report on the progress of the program/ project:

For grants:

➤ We will provide quarterly updates for the 12 months following the date of the award or if an extended project, until the project is completed, whichever is longer.

Ongoing support:

➤ We will provide quarterly updates and an annual financial audit report for as long as support is being received from 828.

❖ We will work cooperatively to receive volunteers from 828 Foundation wherever and whenever possible.

Signature/Title _____ Date _____