

REQUIREMENTS FOR GRANT APPLICATION
AND PROCEDURES FOR APPLYING

REQUIREMENTS

Completed grant applications serve as a basis from which grant making decisions and/or recommendations are made by the Distribution Committee. The Distribution Committee reserves the right to award grants in varying amounts.

The Grant application must be:

- typed
- stapled in upper left hand corner (do not bind or put in a notebook or binder)
- typed on only one side of the paper
- mailed or hand delivered (faxes or e-mail proposals **will not** be considered)

Proposals must be received by the deadline - NOT postmarked by the deadline.

**PROPOSALS MUST BE RECEIVED AT THE SUFFOLK
FOUNDATION OFFICE ON OR BEFORE OCTOBER 12th.**

Office location and mailing address: 1426 Holland Road, Suffolk, VA 23434
Phone: 757 923 - 9090

GRANT APPLICATION PROCEDURES

- 1. COMPLETE SUFFOLK FOUNDATION GRANT APPLICATION COVER SHEET**
- 2. PROPOSAL NARRATIVE (3 pages maximum) Please be clear and concise.**

ORGANIZATION OVERVIEW (½ page):

Brief description of organization; mission and/or vision statement(s); number and composition of full and part-time staff & volunteers; the population served both by overall organization and project, including numbers and geographical location.

PROJECT DESCRIPTION (2 ½ pages):

Need for the project; project goals and objectives; collaborative activities; definition of project success; outcomes to be measured, including measurement and evaluation procedures/instruments.

- 3. BUDGET (2 – 3 pages maximum)**

Current Organizational Budget

Project Budget & Amount Requested

Project Budget Narrative – (Explanation of line items, if needed, and description of how foundation funds will be used)

Submit two copies in sets, one of which should include all attachments.

Required Attachments (one set):

- IRS 501(c)(3) Determination letter
- Most current audit report (financial report)
- Most recent IRS Form 990
- Current financial statement
- Board and staff listings with short biographical information of each
- Evidence of accreditation, licensing, etc., if applicable

Grant Application Cover Sheet

NAME OF ORGANIZATION: _____

TAX I.D. NUMBER: _____

ADDRESS: _____

PHONE: _____ **FAX:** _____

NAME OF CONTACT PERSON: _____

TITLE: _____

BRIEF PROPOSAL DESCRIPTION (2 – 4 sentences): _____

TOTAL PROJECT BUDGET: _____

TOTAL REQUESTED: _____

AMOUNT AND SOURCE OF OTHER CONFIRMED/PENDING REQUESTS:

NUMBER OF INDIVIDUALS TO BE SERVED BY THE PROGRAM: _____

IF GRANT AWARDED, THE NON-PROFIT (AGREES DOES NOT AGREE) – circle one only TO PROVIDE THE FOUNDATION WITH A SHORT DISCRPTION, WHICH MAY BE PUBLISHED, OF THE WAY THIS GRANT HAS ASSISTED YOUR ORGANIZATION.

HAVE YOU PREVIOUSLY RECEIVED A SUFFOLK FOUNDATION GRANT?

IF YES _____, INCLUDE YEAR GRANT AWARDED _____ NO _____ (circle one only)

CHAIRMAN

DATE

CEO/EXECUTIVE DIRECTOR

DATE