

REQUIREMENTS FOR GRANT APPLICATION
AND PROCEDURES FOR APPLYING

(Please Review all Three Pages of this document)

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 the left-hand corner
- typed on only one side of the paper
- Nine (9) copies for Distribution Committee Members and one (1) additional copy with all documents/attachments included for the record
- 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 BY 3:00 PM, OCTOBER 15th. IF THE 15TH FALLS ON A WEEKEND, THEN THE PROPOSALS MUST BE RECEIVED BY 3:00 PM ON THE LAST WORKDAY PRIOR TO THE 15TH DEADLINE.

Office location and mailing address: 106 West Finney Ave., 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)

BELOW, PLEASE TAKE NOTE OF THE CHANGE IN THE NUMBER OF SETS OF GRANT COPIES REQUIRED

Submit ten (10) copies in sets, one which should include all attachments. Please identify the one set including 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: _____ **Email:** _____

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
Rev: 6/11/09

DATE