



**REQUIREMENTS TO APPLY FOR A
GRANT-2014**

- 1. A three-page typed letter (using a font like this page and 14-16 size type used in emails) that explains your grant request without further attachments. Include amount of request and timing of funds to be received. Multi-year requests are allowed.**
- 2. A separate set of typed pages that is like an application form that contains the following info:**
 - a. Date**
 - b. Legal name of organization**
 - c. Principal business address (must be same as articles of incorporation or state why different)**
 - d. Name, Title, and phone number of contact person**
 - e. Amount requested and requested timing of payments**
 - f. Type of grant from one of these categories: Operating, Project, program, challenge, matching, or capital. Matching grants receive preference.**
 - g. A one-sentence summary of your grant request limited to 20 words.**
 - h. A listing of other documents included with your grant request (see item #3 below) and the date each document was adopted by the organization.**
- 3. Other required documents:**
 - a. Most recent IRS determination letter (only U.S. based organizations with an 501(c)3**

determination are eligible.

- b. Financial statements for the most recently completed fiscal year (balance sheet, profit and loss statement, and cash flow analysis (if available). Organizations that have audited statements receive a higher priority.**
- c. Current budget for total organization**
- d. Budget for grants that are part of:**
 - i. Limited duration program**
 - ii. Capital project**
- e. Federal tax return form 990 with schedules attached for most recent year. If you are subject to an ongoing IRS audit of previously submitted 990s or under investigation by any State Attorneys General you are ineligible for a grant.**
- f. List of present board of directors with their contact info. List their current occupation. Up to three directors may be phoned at random about your grant request. Please note which directors have contributed financially to the organization in the past twelve months.**
- g. If you received a prior grant from the Gadomski Foundation in the last three years, some of the requirements listed on this page may be waived. Contact us.**
- h. If you received a grant from the Gadomski Foundation previously, please include a copy of your Stewardship report.**
- i. Please list annual compensation of the two top paid positions of your organization with their titles and years of service.**