### Organization Information

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| --- | --- | --- | --- |
| Applicant Organization: | | | |
| Mailing Address: | | | |
| City: | State: | | Zip: |
| Telephone: | Fax: | | County: |
| Website: | | | |
| Executive Director: | | Email: | |
| Project Director *(if different)*: | | Email: | |
| Title *(if different)*: | | Phone: | |

### TAX STATUS

|  |  |  |
| --- | --- | --- |
| Tax Status (check one): 501(c )(3) Church (by definition) Agency of Government | | |
| Not a nonprofit organization; we have a fiscal sponsor. | | |
|  | *Fiscal Sponsor Name:* | |
| Legal Name, per IRS determination: | | |
| Tax ID #: | | Date of IRS letter: |

### oRGANIZATION’s mission

|  |  |
| --- | --- |
| Brief statement of organization’s objectives and/or activities: | |
| Annual operating budget: $ | Audited? Yes No |

### summary of request

|  |  |  |  |
| --- | --- | --- | --- |
| Funder to which inquiry is directed: | | | Date of inquiry: |
| Project/Program Title: | | | |
| Total Project/Program Budget: $ | | | |
| Amount requested: $ | | | |
| Timeframe for amount requested: | From: | To: | |
| Describe use of funds requested: (i.e. staff costs, consultant fees, materials) | | | |

### project/program summary

|  |
| --- |
| Summary of Project or Program (suitable description to be shared with Foundation staff, board, and/or donors) *150 words or less.* |
| Who will this project/program serve? (special populations, geographic area, community focus, organizational focus, etc.) |
| Provide one or more measurable outcomes you expect to achieve. Be specific (e.g., “*In 2007, 90% of program participants will show improved reading scores as measured by standardized tests.*”) |
| Please list other support you are seeking from foundations/government agencies, as well as any potential partnerships with other nonprofits on this project. |

### COMMENTS

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| --- |
| Is there any other information we might need to better understand your request and/or the unique needs of the community that this request will serve? |

***Thank you.*** The funder will review your inquiry. He or she may request additional information or a full proposal, or will inform you that the funding organization is unable to support your request.