

Ashley Stewart Stores Community Foundation Grant Application Form
(For organizations)

Date of application: _____ Application submitted to: _____

Organization Information

<i>Name of organization</i>		<i>Legal name, if different</i>	
<i>Address</i>	<i>City, State, Zip</i>	<i>Employer Identification Number (EIN)</i>	
<i>Phone</i>	<i>Fax</i>	<i>Web site</i>	
<i>Name of top paid staff</i>	<i>Title</i>	<i>Phone</i>	<i>E-mail</i>
<i>Name of contact person regarding this application</i>	<i>Title</i>	<i>Phone</i>	<i>E-mail</i>

Is your organization an IRS 501(c)(3) not-for-profit? _____ Yes _____ No
If no, is your organization a public agency/unit of government? _____ Yes _____ No
If no, check with funder for details on using fiscal agents, and list name and address of fiscal agent:

 _____ *Fiscal agent's EIN number*

Proposal Information

Please give a 2-3 sentence summary of request:

Population served:

Geographic area served:

Funds are being requested for (check one) *Note: Please be sure funder provides the type of support you are requesting.*

_____ General operating support	_____ Start-up costs	_____ Capital
_____ Project/program support	_____ Technical assistance	_____ Other (list) _____

Project dates (if applicable): _____ Fiscal year end: _____

Budget

Dollar amount requested: \$ _____
 Total annual organization budget: \$ _____
 Total project budget (for support other than general operating): \$ _____

Authorization

Name and title of top paid staff or board chair: _____
Signature

PROPOSAL NARRATIVE

Please use the following outline as a guide to your proposal narrative.

I. Organization Information

- A. Brief summary of organization history, including the date your organization was established.
- B. Brief summary of organization mission and goals.
- C. Brief description of organization's current programs or activities, including any service statistics and strengths or accomplishments. Please highlight new or different activities, if any, for your organization.
- D. Your organization's relationship with other organizations working with similar missions. What is your organization's role relative to these organizations?
- E. Number of board members, full-time paid staff, part-time paid staff and volunteers.
- F. Additional organization information your organization deems relevant.

II. Purpose of Grant

General operating proposals: Complete Section A below.

All other proposal types: Complete Section B below.

A. General Operating Proposals

- 1. The opportunity, challenges, issues or need currently facing your organization.
- 2. Overall goal(s) of the organization for the funding period.
- 3. Objectives or ways in which you will meet the goal(s).
- 4. Activities and who will carry out these activities.
- 5. Time frame in which this will take place.
- 6. Long-term funding strategies.
- 7. Additional information regarding general operating proposals required by each individual.

B. All Other Proposal Types

- 1. Situation
 - a. The opportunity, challenges, issues or need and the community that your proposal addresses.
 - b. How that focus was determined and who was involved in that decision-making process.
- 2. Activities
 - a. Overall goal(s) regarding the situation described above.
 - b. Objectives or ways in which you will meet the goal(s).
 - c. Specific activities for which you seek funding.
 - d. Who will carry out those activities.
 - e. Time frame in which this will take place.
 - f. How the proposed activities will benefit the community in which they will occur, being as clear as you can about the impact you expect to have.
 - g. Long-term funding strategies (if applicable) for sustaining this effort.

- A. Please describe your criteria for success. What do you want to happen as a result of your activities? You may find it helpful to describe both immediate and long-term effects.
- B. How will you measure these changes?
- C. Who will be involved in evaluating this work (staff, board, constituents, community, and consultants)?
- D. What will you do with your evaluation results?

1. Finances

- Most recent financial statement from most recently completed year, audited if available, showing actual expenses. This information should include a balance sheet, a statement of activities (or statement of income and expenses) and functional expenses.
- Organization budget for current year, including income and expenses.
- Project Budget, including income and expenses
- Additional funders. List names of corporations and foundations from which you are requesting funds, with dollar amounts, indicating which sources are committed or pending.

2. List of board members and their affiliations.

3. Brief description of key staff, including qualifications relevant to the specific request.

4. A copy of your current IRS determination letter (or your fiscal agent's) indicating tax-exempt 501(c) (3) status.

Proposal Checklist

- Cover letter.
- Cover sheet.
- Proposal narrative.
- Organization budget.
- Project budget (if not general operating grant).
- Financial statements, preferably audited, showing actual expenses including:
 - Balance sheet.
 - Statement of activities (income and expenses).
 - Statement of functional expenses.
- List of additional funders.
- List of board members and their affiliations.
- Brief description of key staff.
- IRS determination letter.
- Confirmation letter of fiscal agent

Organization Budget

INCOME

<u>Source</u>	<u>Amount</u>
<i>Support</i>	
Government grants	\$ _____
Foundations	\$ _____
Corporations	\$ _____
United Way or other federated campaigns	\$ _____
Individual contributions	\$ _____
Fundraising events and products	\$ _____
Membership income	\$ _____
In-kind support	\$ _____
Investment income	\$ _____
<i>Revenue</i>	
Government contracts	\$ _____
Earned income	\$ _____
Other (specify)	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Income	\$ _____

EXPENSES

<u>Item</u>	<u>Amount</u>
Salaries and wages	\$ _____
Insurance, benefits and other related taxes	\$ _____
Consultants and professional fees	\$ _____
Travel	\$ _____
Equipment	\$ _____
Supplies	\$ _____
Printing and copying	\$ _____
Telephone and fax	\$ _____
Postage and delivery	\$ _____
Rent and utilities	\$ _____
In-kind expenses	\$ _____
Depreciation	\$ _____
Other (specify)	\$ _____
_____	\$ _____
_____	\$ _____
Total Expense	\$ _____
Difference (Income less Expense)	\$ _____

Project Budget

You may also attach a budget narrative explaining your numbers.

<u>INCOME</u>	
<u>Source</u>	<u>Amount</u>
<i>Support</i>	
Government grants	\$
Foundations	\$
Corporations	\$
United Way or other federated campaigns	\$
Individual contributions	\$
Fundraising events and products	\$
Membership income	\$
In-kind support	\$
Investment income	\$
<i>Revenue</i>	
Government contracts	\$
Earned income	\$
Other (specify)	\$
	\$
Total Income	\$

<u>EXPENSES</u>		
<u>Item</u>	<u>Amount</u>	<u>%FT/PT</u>
Salaries and wages (breakdown by individual position and indicate full- or part-time.)	\$	
	\$	
	\$	
	\$	
	\$	
SUBTOTAL	\$	
Insurance, benefits and other related taxes	\$	
Consultants and professional fees	\$	
Travel	\$	
Equipment	\$	
Supplies	\$	
Printing and copying	\$	
Telephone and fax	\$	
Postage and delivery	\$	
Rent and utilities	\$	
In-kind expenses	\$	
Depreciation	\$	
Other (specify)	\$	
	\$	
Total Expense	\$	
Difference (Income less Expense)	\$	

Criteria for Individuals:

- Graduating high school senior(s) or individuals who are pursuing a high-school diploma, GED, college or advanced degree may apply for a grant to cover expenses at an accredited college/university or trade school.
- Demonstrate financial need
- Grant recipients must supply "documentation" reflective of how the grant will be applied to their education—a Registrar's office receipt showing tuition credit, bookstore, or computer store receipt for hardware or software, etc.

Ashley Stewart Stores Community Foundation Grant Application Form
(For individuals)

Date of application: _____ Application submitted to: _____

Personal Information

Name _____ *Legal name, if different* _____

Address _____ *City, State, Zip* _____ *Social Security Number* _____

Phone _____ *Fax* _____

Proposal Information

Please give a 2-3 sentence summary of your request:

You may send your request in the above format to: info@ascommunityfoundation.com. We do not accept written, phone, fax, or e-mail requests for applications.

Applications will be reviewed by the Ashley Stewart Stores Community Foundation Officers on a quarterly basis and all decisions will be communicated in writing.