

BlumShapiro Foundation Grant Application Form

COVER SHEET (This document contains expandable form fields.)

Today's date: _____

Please answer all questions on this page; do not refer to attachments.

1. _____
Legal name of organization Telephone Fax

Brand name, if different from legal name: _____
2. _____
Address of organization
3. _____
Chief Executive Officer (CEO)/Executive Director Title Email
4. _____
Contact person for this application, if different from CEO/Executive Director Title

Telephone Fax Email
5. Principal purposes and services of your organization: _____
6. Geographic area(s) served: _____
7. Number of persons served annually: _____
8. Number of employees: _____ full-time; _____ part-time; _____ volunteers
9. Ethnic and gender representation:
Board: Total #: _____; percent minority: _____%; percent female: _____ %
Staff: Total #: _____; percent minority: _____%; percent female: _____ %
Population served: Total #: _____; percent minority: _____%
10. Specific purpose for which funds are requested: _____
Is this a new program? Yes No
11. Amount requested \$ _____; Period of time in which funds will be spent: From _____ To _____
12. Organization's total budget: \$ _____; Project's budget (if applicable) \$ _____
Fiscal year: ___/___/___ to ___/___/___
13. Letter from IRS stating 501(c)(3) tax status: Yes (please attach copy) No Explain:
14. Do you have a BlumShapiro sponsor? If Yes, please provide a name: _____
What is his/her role with your organization? _____
15. _____
Signature of Board Chair, indicating approval Signature of CEO\Executive Director

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A. Narrative: Limit to five (5) pages. Use these headings, subheadings and numbers. If a question does not apply to your organization, please indicate that with “NA”

1. Organizational Information (no more than two pages)

- a. Brief summary of organization's history, mission and goals
- b. Description of current programs and accomplishments
- c. Population the agency benefits: socio-economic status; language; age; physical abilities and/or other descriptions, as appropriate; and how your organization involves them in its planning process
- d. How this agency uses volunteers
- e. How this agency works with others providing similar services

2. Purpose of this grant

- a. Statement of community needs/issues to be addressed; description of target population to benefit
- b. Description of project goals for which funds are being requested
- c. Project description, including objectives, activities, timeframe, number served and frequency
- d. Description of how the people expected to benefit from this project have been or will be involved in its development and implementation
- e. Description of how you plan to evaluate the success of the project, including outcomes and results
- f. List of key individuals involved in the project; brief summaries of their qualifications (no resumes, please)
- g. How evaluation results will be used for program planning—for both the organization and for others doing similar work
- h. Long-term strategies for funding this project beyond the grant period

B. Budget/Financial Information (Provide the dates each document covers)

- a. Budget for this grant request showing income and expenses
- b. Listing of the funding sources for this request (foundations, corporations, others) solicited for this request for current year, and, if this is not a new project, for previous years (indicate the amounts requested and status of your proposal with each one)
- c. Organization's annual operating budget and actual income-and-expenses for most recently completed fiscal year (align these side by side)
- d. Organization's annual operating budget and actual year-to-date income-and-expenses for current year (align these side by side.) Please also include funders, amounts granted and purpose of grant
- e. Most recent annual financial statement (audited, if available) and management letter (if available)
- f. Most recently filed Federal Form 990

C. Other supporting materials

- a. Organizational chart
- b. Board membership list with names and affiliations
- c. Copy of IRS determination letter and/or explanation of your tax-exempt status
- d. Annual Report, if applicable