

# Grant Application

Please fill out this form to apply for a grant.

PLEASE NOTE: items marked with an asterisk (\*) must be answered before submission of the form can be completed.

If necessary, you may [save this application for a later date.](#)

Department Name (if applicable):

The Project Title (Please provide a brief title for this project):\*

Mailing Address:\*

Mailing City:\*

Mailing State:\*

Mailing Zip:\*

Mailing County:

Physical Address:\*

Physical City:\*

Physical State:\*

Physical Zip:\*

Physical County:

Web Address:

Chief Executive Officer:\*

Contact Person for Application:\*

Contact Address (if different):

Contact City:

Contact State:

Contact Zip:

Contact County:

Telephone Number:\*

Email Address:\*

PLEASE NOTE: For all of the following text boxes, please use paragraphs and/or lists as appropriate for easy readability.

IMPORTANT: If you copy and paste your answers using text from another document, please use simple text without special formatting such as bold, underline, etc.

Mission and current programs of applicant:\*

**The Request**

Amount requested from the Tannenbaum-Sternberger Foundation:\*( Please enter a numeric amount only.)

Optional Comments

**The Need**

Describe the need to which you are responding (Please be factual and include any studies, demographic data or other facts that document the need):\*

The Project/Program

Describe the project/program and how it will respond to the need:\*

The Outcomes

What are the expected outcomes or results of the project/program:\*

The Evaluation

How will the outcomes or results be tested and proved:\*

Sustainability

What are the post-grant plans for sustaining the project/program:\*

## The Cost

What is the total cost of the project/program?:\*

Date Project Begins:\*

ex:04/01/14

Date Project Ends:\*

ex:04/01/14

Please prepare an expense and income budget for your project/program using a chart (spreadsheet) format with the following information:

- 1) anticipated expenses by categories appropriate to your project and
  - 2) funding sources to whom you have applied for support of this project/program - both public and private - giving the amount requested and the current status of your request as follows: Cash in hand, Pending, Granted, Denied
- and submit it as Attachment 1 at the end of this application.

What percentage of the nonprofit applicant's staff and board members (state separately) made a cash contribution to the applicant during the last 12 months:

Staff\*

Directors\*

Is the organization controlled by, related to, connected with, or sponsored by another organization?

IF YES, identify the organization (including its purpose and activities) and explain the relationship.

IF NO, please state "none".

**NOTE: All attachments must be submitted as either Word 97-2003, Excel 97-2003 Workbook or PDF documents. Clicking on "Browse" will open your document file. Double click on the file to be uploaded to the Application for Grant. The Application cannot be submitted until a document is uploaded for each attachment. If the requested document is not available, please attach an explanation**

in lieu of that document.

The following items must be included with your grant application:

- 1.) A copy of the project expense and income budget as described above.\*
- 2.) A copy of the organization's most recent IRS Determination Letter indicating current 501(c)(3) status.\*
- 3.) A letter signed by a responsible officer certifying that the determination letter remains in full force and effect.\*
- 4.) A copy of the organization's audited financial statements for its most recent completed fiscal year.\*
- 5.) A copy of the auditor letters.\*
- 6.) A copy of the organization's budget for the current fiscal year.\*
- 7.) A statement of year-to-date revenues and expenses.\*
- 8.) A list of the names and addresses of the members of the organization's Board of Directors.\*

**Privacy Assurance:**The Tannenbaum-Sternberger Foundation gathers this information for internal use only.

**TO SUBMIT YOUR APPLICATION ALL REQUESTED DOCUMENTS MUST BE ATTACHED AND ALL ITEMS MARKED WITH AN ASTERISK MUST BE COMPLETED.**