



**I. ORGANIZATIONAL INFORMATION**

Provide the following information in two pages using this format.

A. Organization Name: \_\_\_\_\_

B. Address/9-digit Zip Code: \_\_\_\_\_  
\_\_\_\_\_

C. Website: \_\_\_\_\_

D. Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

D.1. Telephone: \_\_\_\_\_ D.2. Fax \_\_\_\_\_

D.3. Email address \_\_\_\_\_

E. Funding Category: Indicate the category which best describes the purpose of the grant.

*Arts/Culture* \_\_\_\_\_      *Community Improvement* \_\_\_\_\_      *Education* \_\_\_\_\_  
*Health* \_\_\_\_\_      *Human Services* \_\_\_\_\_      *Recreation* \_\_\_\_\_

F. Purpose of Request: A brief summary of the amount requested and its purpose. Limit it to this space.

\_\_\_\_\_  
(Signature of Chairperson of the Board)

\_\_\_\_\_  
(Signature of the Chief Executive Officer)

## **Papillion Community Foundation Grant Application**

Follow this format, and number and restate the headings.

### **II. PROPOSAL NARRATIVE: 10 Pages Maximum. Clarity and brevity are encouraged.**

#### **A. ORGANIZATION MISSION STATEMENT**

#### **B. FUNDING REQUEST**

1. Amount Requested
2. Objective & Effect ..... State the objective(s) and the underlying need, problem or opportunity. Describe the effect and anticipated outcome(s).
3. Who and how many will be served? ..... Include as much relevant information as is available, such as location, socio- economic status, ethnicity, gender, age, physical ability, and language.
4. Partnerships.....Discuss partnerships relevant to this proposal.
5. Work Plan.....Include key dates, activities, and actions.
6. Evaluation Plan.....State how proposed objective(s), activities and outcome(s) will be evaluated.

#### **C. FINANCIAL PLAN**

1. Project Budget.....List sources & amounts of income, including this request, and their status (confirmed, pending, not yet applied for), and detailed expenses.
2. Development Plan...How will the initiative be sustained after the funding from this proposal is expended?
3. Timing.....State when funding would be needed.

#### **D. BACKGROUND OF THE ORGANIZATION**

1. History & Mission...A brief description.
2. Programs.....Key programs not otherwise included in this application.

### **III. REQUIRED SUPPORTING MATERIAL**

#### **A. OPERATING BUDGET**

For your current fiscal year and the year for which support is requested, if different (include sources and amounts of income for all years).

#### **B. FINANCIAL REPORT**

- i. Current period income/expense statement
- ii. Current period balance sheet

#### **C. REVIEW OF FINANCIAL STATEMENTS**

Provide the highest level financial statement review available for the most recent complete fiscal year. (If your statements are not audited or reviewed indicate why and submit a balance sheet and income/expense statement

for your organization's most recently completed fiscal year.)

#### **D. IRS FORM 990**

For the most recent complete fiscal year. Include Schedule A. (If you do not file with the I.R.S., indicate why.)

#### **E. BOARD OF DIRECTORS**

For board of directors, include addresses, phone numbers and affiliations.

#### **F. IRS EXEMPTION LETTER**

Provide the most recent letter confirming your agency's tax exempt status.