

The Robert E. Frazier Tri-City Area Charitable Grant Foundation, LLC

GRANT APPLICATION INSTRUCTIONS

Applications for grant should include the following information. The applicant may arrange this information in any order considered to best make the case to the Foundation for funding the project.

I. The Organization

- A. List the name, address, and tax ID number of the requesting organization. If the funds will be used for the benefit of another organization, clearly state the name, address, tax ID number, and relationship of the secondary organization.
- B. List the name of the person responsible for this grant application and the use of the funds. Provide title, telephone and fax numbers, and e-mail address of the responsible party.
- C. State the mission of your organization.
- D. List all services provided by your organization that represent five percent or more of your budget.

II. The Project

- A. Describe your proposed project. Include (i) the purpose and goals of your project; (ii) the statement of need for your project; (iii) the class of individuals served by the project, the number of individuals served by the project, and the location of those individuals; and (iv) the way in which you will measure the success of your project.
- B. Describe the implementation process for your project. Be sure to include information on key staff and volunteer project managers.
- C. Describe the evaluation process for your project, including expected outcomes. Outline (i) the evaluation process; (ii) the individuals responsible for measuring and reporting the outcome of the project; (iii) the statistical manner in which results will be calculated; and (iv) a description of how the project will be funded in future years.
- D. Describe the geographic scope of your project.
- E. Describe the time line for the project. This should include a statement of when the project will begin and when it will be completed.

III. The Budget

- A. State the amount requested for the project.
- B. Provide a time line of when the funds are needed.
- C. List other sources of funding for the project, including applications submitted to other foundations. Show the status of all funding requests for these foundations.
- D. Provide the name of the accounting firm that prepares the organization's annual audit, a contact name, and a contact number. State in the application that it is, or is not, permissible to contact your accountant for additional information if needed.

- E. State the tax year-end of the organization.
- F. Provide a budget for the project using the accompanying Project Financial Information Form.
- G. Provide a budget for the organization (Indicate tax year for which budget is provided.) in as much detail as possible.

Note: The accompanying Project Financial Information Form is a multi-purpose document. As specified thereon, the Form is required to submit (1) budgets for grant applications, (2) interim financial reports, or (3) final reports. If your organization’s application is approved, additional copies of the Project Financial Information Form will be provided for preparation of interim and final reports.

Attachments Required

- _____ IRS tax determination letter showing that you are a recognized public charity and that you are not a private foundation.
- _____ Affidavit from a representative of your organization stating that the IRS has not revoked your tax-exempt status or changed that status since the issuance of the tax determination letter.
- _____ A copy of the most recent audited financial statement of your organization.
- _____ A copy of the organization's most recent annual report, if available.
- _____ A list of the organization's board of directors or trustees, showing name, corporate title, volunteer title, address, and work and home telephone numbers.

**Statement from Applicant Organization's Chief Executive Officer
And, If Applicable, Chief Volunteer Officer:**

We do hereby certify that the information provided in this grant application is accurate and complete to the best of our ability and knowledge. We further acknowledge that if awarded a grant from The Robert E. Frazier Tri-City Area Charitable Grant Foundation, LLC, we will provide certification to The Robert E. Frazier Tri-City Area Charitable Grant Foundation, LLC that the funds have been used for the purposes for which the grant was awarded. We will make this certification within the time specified in the grant agreement.

Name of Organization

Chief Executive Officer of Applicant/Provide Name and Title

Date

Chief Volunteer Officer of Applicant/Provide Name

The Robert E. Frazier Tri-City Area Charitable Grant Foundation, LLC

Project Financial Information Form Date _____

Organization Name: _____
 Program or Project Name: _____
 Program or Project Period (Month and Year): From _____ To _____

Indicate Preparation Type:
 Budget for grant application _____ Interim report (1st, 2nd, 3rd, other) _____
 Approved grant budget _____ Final report _____

Budget Detail	Budget Amounts	Actual Amounts		Variance (Only for Final Report)
		Interim	Final	
Salaries and wages (List by individual positions):				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Payroll taxes	_____	_____	_____	_____
Fringe benefits	_____	_____	_____	_____
Travel (Describe):				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Professional development and training	_____	_____	_____	_____
Supplies (Describe):				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Equipment (Describe):				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Construction costs (Provide description and details):				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Other (Describe):				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Total expenditures	_____	_____	_____	_____

<u>Revenue Detail</u>	<u>Budget Amounts</u>	<u>Actual Amounts</u>		<u>Variance (Only for final Report)</u>
		<u>Interim</u>	<u>Final</u>	
Grant from The Robert E. Frazier Tri-City Area Charitable Grant Foundation, LLC	_____	_____	_____	_____
Others (Identify):	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Matching funds:	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Total revenues	=====	=====	=====	=====