



**FORMAL GRANT APPLICATION:
COVER LETTER**

Date of Application: _____

Legal Name of Organization: _____
(Should be the same as on IRS determination letter and as supplied on IRS Form 990)

Year Founded: _____ Current Annual Operating Budget: \$ _____

CEO or Executive Director: _____ Email: _____

Contact Person/Title (if different from CEO or ED): _____

Email: _____

Address (principal/administrative office): _____

City: _____ State: _____ Zip: _____

Mailing Address (If different from above): _____

Phone: _____ Cell: _____ Fax: _____ Website: _____

Project Name: _____

Purpose: _____

Amount Requested: \$ _____ Total Project Cost: \$ _____ Start/End Dates: _____

Project Goals: _____

Geographic Area to be Served: _____

I CERTIFY THAT:

1. The tax-exempt status of this Organization is still in effect,
2. This Organization does not support or engage in any terrorist activity, and

3. If a grant is awarded to this Organization, the proceeds of that grant will not be distributed to or used to benefit any organization or individual supporting or engaged in terrorism or used for any other unlawful purpose.

Signatures:

_____	_____
President, Board of Directors	Date
_____	_____
CEO or Executive Director	Date

DOUGLAS FOUNDATION FORMAL GRANT APPLICATION:
PROGRAM/PROJECT BUDGET

Date of Application: _____

Legal Name of Organization: _____

An accurate, detailed budget for your proposed program/project is critical. Your total budget should be broken down into the items specified below. If your budget is typewritten and contains the required information, you may submit it in a format convenient for you. A sample format with suggested revenue and expense categories follows.

A. Budget Heading

- Specify the budget period (e.g., January 1, 2022, to December 31, 2022)
- Specify the requested amount and the total cost of the program/project

B. Revenue

If the requested amount is different from the total cost of the program or project, itemize all confirmed and anticipated sources of revenue, and provide a revenue total. Refer to the following example for possible revenue categories. Also, indicate the amount of funds, if any, for the program or project that will be drawn down from your operating budget and/or reserve fund or endowment.

C. Expenses

Itemize your expenses and provide an expense total. Include any additional items relevant to your proposed program or project.

D. Budget Narrative

This section should include:

- The list of assumptions on which the budget was based
- An explanation of any unusual budget items
- The percentage of overhead applied to the program or project should precede the itemized listing, if applicable
- In-kind expenses and donations or matching funds should also be described
- If your organization has affiliates and/or subsidiaries, please explain

E. Sample Program/Project Budget Format and Categories

REVENUE	COMMITTED FUNDS	PENDING FUNDS
1.Grants/Contracts/Contributions		
Local Government		
State Government		
Foundations (itemize on separate lines)		
Corporations (itemize on separate lines)		
Individuals		
Other (specify)		
2.Earned Income		
Events		
Publications and Products		
3.Membership Income		
4.In-Kind Support		
5.Other (specify)		
TOTAL REVENUE		
EXPENSE	AMOUNT REQUESTED	TOTAL EXPENDITURE
Program/Project Personnel		
Salaries and Wages		
Payroll Taxes		
Benefits		
Consultants and Professional Fees		
Travel/Professional Development		
Operations		
Rent		
Utilities		
Website/Internet		
Postage/Messenger Services		
Printing/Copying		
Equipment		
Office Supplies		
Other (specify)		
TOTAL EXPENSE		
SURPLUS or DEFICIT		
	TOTAL REVENUE	
	(TOTAL EXPENSE)	
	TOTAL SURPLUS (DEFICIT)	

DOUGLAS FOUNDATION FORMAL GRANT APPLICATION:

REQUIRED DOCUMENTATION

The following documents must be submitted with your grant application for your grant request to be considered complete:

Verifications

- Copy of your IRS Determination Letter indicating 501 (c)(3) tax-exempt status and public charity status
- If you are applying at the request of the Douglas Foundation or have been referred by an agency working with the Douglas Foundation, include a copy of the Foundation's invitation or the agency's referral letter

Organizational Structure

- List of officers and directors and their affiliations
- List of key staff members
- Résumé of CEO or Executive Director
- List of key personnel involved in the program/project (short bios appreciated)

Organizational Information

- Most recent Annual Report or strategic business plan

Financial Information

- Audited financial statements for the most-recently completed fiscal year
- Organization's current operating budget with all expenses and revenues itemized
- Program/Project budget with all expenses and revenues itemized