

RICHARD AND MARY MORRISON FOUNDATION

GRANT APPLICATION FORM

Proposal Format

Proposals should be submitted in the following format:

- Completed Grant Application Form
- An original Proposal Statement
- An audited financial report and a current year operating budget
- A copy of your official IRS Letter with your tax determination
- A Listing of your Board of Directors

Proposal Statements

Proposal Statements (second item in the above Format) should answer these questions:

- What are the objectives and expected outcomes of this program/project/request?
- What strategies will be used to accomplish your objective?
- What is the timeline for completion?
- If this is part of an on-going program, how long has it been in operation?
- What criteria will you use to determine your success?
- If the request is not fully funded, what other sources can you engage?

A Proposal budget should be included if this is for a specific program within your annual budget.

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1] Date of Proposal:

2] Name of Organization

3] Address:

City: _____ State: _____ Zip Code:

E-Mail Address:

4] Phone Number:

5] Contact Person:

(First Name) (Last Name) (Title)

6] Tax ID/Registration #: _____ 501(c) (3) Date:

7] Your Organization's Information:

Organization Background:

8] Amount Requested: \$

9] Title of Request:

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- 10] Program Area:
(*Arts and Culture, Education, Health and Human Services, Social and Civic Services, or Environmental*)
- 11] Project/Request Description:
- 12] Geographic Area(s) Served:
- 13] Client Population Served:
- 14] Number of Individuals Served:
- 15] Organization’s Annual Budget: \$
- a) Last Fiscal Year Total Revenue: \$
- b) Last Fiscal Year Total Expenses: \$
- c) Administrative Expenses Ratio to Total Budget: \$
- d) Last Fiscal Year Total Assets: \$
- e) Last Fiscal Year Total Debt: \$
- f) Name and Address of your Auditor/CPA

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- 16] Total Project Budget (if applicable): \$
- | | |
|------------------------|----|
| Human Resources Costs: | \$ |
| Program Costs: | \$ |
| Programs Shortfall: | \$ |

17] Three Major Funders of your organization:

- 1.
- 2.
- 3.

18] Confirmed Funders for this Program/Project (If applicable):

- 1.
- 2.
- 3.

Submitted by:

Signature

Name & Title

Date