



# TEAM Foundation Grant Application Form

Prior to applying for a grant determine if the foundations' goals and objectives are consistent with the grant request. If guidelines are consistent with request, complete the application in its entirety.

## SECTION I

### ORGANIZATION INFORMATION

Name of Organization \_\_\_\_\_ Legal Name if Different \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Employer Identification Number (EIN) \_\_\_\_\_ Year Organization Founded \_\_\_\_\_

Contact Name \_\_\_\_\_ Title \_\_\_\_\_ Date of Request \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Is your organization an IRS 501(c)(3) not-for-profit?  Yes  No  
If no, organization does not qualify for grant.

### GRANT INFORMATION

Provide a 2-3 sentence summary of request:

Total amount of grant request: \$ \_\_\_\_\_ Date funds needed by: \_\_\_\_\_

Funds are being requested for:

- Operating Support     Project/Program Support     Technology  
 Administrative Costs     Capital     Other (list) \_\_\_\_\_

### AUTHORIZATION

Print name and title: \_\_\_\_\_

Signature: \_\_\_\_\_



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### REPORT NARRATIVE

Use the following outline as a guide for writing the report narrative. Limit report to include only necessary information.

#### Organization Information

1. History
2. Mission and goals
3. Current programs or activities
4. Population served and geographic area served

#### Purpose of Grant

1. Specific objective for seeking funding
2. Total dollar amount required to meet objective
3. Funding strategies and current status in meeting funding needs

### ATTACHMENTS

1. Finances
  - Most recent financial statement. This should include balance sheet and income statement.
  - Project budget, including income and expenses.
  - Additional funders. List corporations and foundations from which funding requests have been made. Include dollar amount requested and indicate which sources are committed or pending.
2. A copy of current IRS determination letter indicating tax-exempt 501(c)(3) status.