

## THE KATHRYN AMES FOUNDATION, INC.

**NOTE: This application should not be submitted unless you have previously submitted a letter of inquiry and been invited to submit a full grant application. Please see the Foundation's application procedures.**

The following form is intended to provide guidance in preparing your grant request and to assure uniformity. The Board of Directors ordinarily will not consider any request for funds unless presented in this format. If any portion of the form does not provide adequate space for your answer, attach additional sheets as necessary.

### GRANT APPLICATION FORM

Date: \_\_\_\_\_

1. Name of Organization

Address:

Telephone:

Fax:

Email:

2. Contact person:

Title:

3. Amuta Registration Number: \_\_\_\_\_

4. Give a brief summary of your organization's missions, goals and/or objectives:

5. Describe your organizational structure, board and staff responsibilities; include board and committee responsibilities, and level of volunteer involvement:

6. Provide a brief history of your organization and describe success of past projects:

7. Amount requested: \_\_\_\_\_

Attach a budget for the project on attached budget form.

8. Purpose of the grant

- a. State the need/problem to be addressed; describe the constituency served (include number served)/target population; how will they benefit?

b. Describe the project goals and measurable objectives;

c. Describe the program/activities planned to accomplish these goals; is this a new or ongoing activity on the part of your organization?

- d. Provide a timetable for implementation;
- e. Identify other organizations, if any, participating in the project;
- f. List the names and qualifications of key staff/volunteers responsible for project implementation.

9. Is your program considered a pilot project? If so, why?

10. What has been the extent of community involvement and cooperation with others in the field?  
List affiliations:

11. List other sources of funding for this project:

List of other foundations/funding sources to which this proposal has been submitted.

12. Finances

- a. Attach your organization's current annual operating budget;
- b. State the titles and salaries of the top 3 salaried full time employees;
  
- c. Identify funding sources for the organization: (include past major contributors with amounts and anticipated future funding sources (if different from above)
  
  
  
  
  
  
  
  
  
  
- c. Provide your most recent annual financial statement (audited if available).

13. Describe the evaluation process for your project, including expected outcome. Please state:

- a. The evaluation process;

b. The individuals responsible for measuring and reporting the outcome of the project;

c. How the project's/activities results will be used and/or disseminated;

d. A description of how the project will be funded in future years.

**KATHRYN AMES FOUNDATION, INC.**

**BUDGET INFORMATION**

Time period for budget below: \_\_\_\_\_

Grant amount requested: \$ \_\_\_\_\_

<u>Budget Detail</u>	<u>Budget for Project</u>	<u>Annual Budget for Organization</u>
Salaries	\$ _____	\$ _____
Fringe benefits	\$ _____	\$ _____
Rent	\$ _____	\$ _____
General overhead	\$ _____	\$ _____
Travel	\$ _____	\$ _____
Consultant/professional fees	\$ _____	\$ _____
Postage/office supplies	\$ _____	\$ _____
Marketing/communications	\$ _____	\$ _____
Capital expenditures	\$ _____	\$ _____
Other (specify) _____	\$ _____	\$ _____
TOTAL	\$ _____	\$ _____

<u>Revenue detail</u>	<u>Revenue for Project</u>	<u>Annual Revenue for Organization</u>
Individual contributions	\$ _____	\$ _____
Corporate contributions	\$ _____	\$ _____
Foundation grants	\$ _____	\$ _____
Government grants	\$ _____	\$ _____
Membership income	\$ _____	\$ _____
Special events	\$ _____	\$ _____
In-kind support	\$ _____	\$ _____
Other (specify) _____	\$ _____	\$ _____
TOTAL	\$ _____	\$ _____

List other foundations that have been asked to fund this project, the amounts requested, and the current status.

<u>Foundation</u>	<u>Amount Requested</u>	<u>Status</u>
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____