

Organization/Group Grant Application

For:

GARNEAU-NICON Family Foundation

Date: _____

1. Applicant Organization: _____

2. Year Organization Incorporated: _____ Is this Organization Tax-Exempt? yes ___ no ___

Federal ID # _____ State ID # _____

3. Mailing address: (Include Street address if different)

_____ Is the name at left the same as
_____ it appears on the IRS Letter of
_____ Determination? Yes -- No
_____ If not, explain: _____

4. Chief Executive's Name & Title: _____

5. Contact's Name & Title (if different): _____

6. Phone Number: _____ FAX Number: _____

Email address: _____

6. Organization Demographics:

Number of full-time staff: _____

Number of part-time staff: _____

Number of volunteers: _____

7. Geographic Area Served: _____

8. Executive Summary (summarize the proposal in 150 words or less):

9. Amount of This Grant Request: \$ _____

B. What Geographic Area Will Project Serve: _____

Please limit the length of your answers for the following five (5) questions to no more than a total of four pages.

1. Applicant Organizational Background

Include organizational mission statement and purpose, organizational qualifications, history of accomplishments, governance, area and population served, role of volunteers. (If this is collaboration, describe the lead agency and its relation to others involved.)

2. Needs Statement

Identify the needs this agency or this proposal will address. Acknowledge similar existing projects if any, and explain how your agency or proposal differs, and what efforts will be made to work cooperatively.

3. Proposal

- How will your proposal address identified needs?
- Projected goals, objectives, timeline, anticipated impact.
- Expected role of volunteers.
- Number and types of people who will benefit from your proposal.
- How will you monitor your work and how will you measure success or effectiveness?
- What are your other potential and actual sources of support for this proposal?
- Where do you expect to find future support?

4. Appropriateness to this Foundations' Mission

Explain how your project or program meets the Garneau-Nicon Family Foundation Policies and Guidelines.

5. Additional information

Please address here anything else about your organization or project you think is relevant to this proposal.

NOTE:

The Foundation will not accept faxed applications.
All Grant Applications must be mailed via the United States Postal Service,
in regular mail, no "return receipt requested".

ATTACHMENTS

In addition to your cover letter and the information required above, please attach the following:

1. Verification of tax-exempt status under Section 501(c)(3) of the IRS code.
2. List of current board members (include member affiliations and any other pertinent information).
3. List of key organizational staff, including titles and main functions.
4. IRS Form 990 (if available)
5. Most recent audited financial statement.
6. A one-page summary of actual income and expenses for the past two complete years.
7. Submit a list of funding sources and amounts received from these sources over the past two years.
8. Organization's current year operating budget.
9. A detailed budget of the project for which funds are being sought.
10. If the project for which you are seeking funds is collaboration with others, include letters or other documentation from other collaborators.

Funds are to be used only for the purpose of the grant.

A notarized report will be provided to the foundation every 60 days providing information as to fund disbursement, accompanied by proof of same in the form of paid invoices, checks written, and any other form of disbursement for the purpose of completing the grant. In the case of funds used for educational purposes all grade informational reports will be provided, including any correspondence from teaching authorities.

A final disbursement report will be provided to the Foundation no later than 45 days after completion of the grant.

The Garneau-Nicon Family Foundation reserves the right to withhold, withdraw, and or recover funds in such cases where funds are, or appear to be misused.

Only one grant application may be filed per calendar year by any Organization/Group. The calendar year is defined as January 1st through December 31st.

No Funding will be awarded to the same Individual in consecutive funding cycles.

I certify that all of the facts contained herein or attached are true and correct.

Date

Signature of Applicant

Return Application to GARNEAU-NICON Family Foundation
951 N. 100th Street Seattle, WA 98133
(Additional information may be requested.)