

SUSAN SCOTT HEYNEMAN FOUNDATION

Completed applications due by September 30.

Legal Name of Your Organization: _____

Qualified Taxpayer ID: _____ Year Founded: _____

Executive Director: _____ Phone: _____

Email Address: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Contact: (if different from Ex. Dir.) _____ Phone: _____

Email Address: _____

TYPE OF ORGANIZATION: 501(c)(3) Organization; Fiscal agent: _____

PROJECT CATEGORY: Humanities; Art & Culture; Social Welfare; Environment; Other

Project Title and Brief Description: _____

Geographic Area To Be Served: _____

Type of Request: Capital; Operating Support; Special Project; Other

Anticipated Project Period: _____ to _____

Amount Requested: \$ _____ Total Project Cost: \$ _____

Grant request as a percentage of the total project: % _____

Amount & Source of Commitments to Date: \$ _____

Other Funding Sources (and Amounts) sought for this Project: _____

Signature: _____ Date: _____

Your application must include an IRS letter of determination, a 1 page budget, and a 1-2 page project narrative that addresses the questions below. Two letters of support may be included along with a current brochure or organization fact sheet. Please include all documentation into one file.

SUSAN SCOTT HEYNEMAN FOUNDATION – APPLICATION NARRATIVE

Please briefly address each of these items in your 1-2 page narrative.

1. Clearly summarize your request.
2. Include the mission of the organization.
3. Describe the organization's history.
4. Address the needs to be met, or problems to be addressed.
5. Describe the methods to be used to accomplish your goal.
6. What forms of evaluation will be used to determine the degree of success.
7. In your budget, clearly delineate the costs to be met by this grant and those other funds provided by the applicant and other sources.
8. Please include a list of current board members and staff.