



GRANT APPLICATION

Please provide us with the following information

1. Applicant Information

- Date of Application
- Organization Name: Address, Phone Number, Website Address
- Legal status of your organization: Public School OR 501(c)(3)
- Purpose of Grant
- Grant amount requested
- The time period the grant covers
- Contact Name, Address, Email, Phone Number

2. Narrative: (Preferred length not to exceed two double spaced pages)

Please include the following information:

A. Background—Describe the work of your agency, addressing each of the following:

- A brief description of the purpose and history of the organization
- The organization's mission and goals
- Board roster and the number of paid full-time staff and/or paid part-time staff

B. Funding Request—Please explain the specific project to be funded including:

- A project description, including goals, objectives, timeline for implementation, specific activities to be funded and outcomes expected.
- The population that you plan to serve and how they will benefit from the project.
- Approaches and methods and the activities planned for this grant.
- The names, titles, qualifications and experience of key personnel.
- Any plans for sustaining the project and for long-term sources/strategies for funding upon completion of the proposed grant;
- Other organizations, if any, participating in the activity.
- Evaluation—Please explain your expected results and how you will measure the effectiveness of your activities.

3. Attachments: In addition to the Grant Proposal, please attach the following:

- A detailed budget of this project
- A list of other sources of actual and expected funding, including amounts
- A copy of your current I.R.S. determination letter indicating tax-exempt status

Please send all grant applications to the Evan Henry Foundation at evanhenryfoundation@gmail.com