

# BEAUMONT FOUNDATION

A NONPROFIT CORPORATION

## 2011 Grant Application Form

To be eligible for a Beaumont Foundation grant, the organization or institution, as well as the purpose of the proposed project, must qualify under regulations of the United States Internal Revenue Service as a 501(c)(3), 509(a)(3) organization or be an educational institution.

Please include the following with your completed application:

1. A one-page cover letter from the chief executive officer on letterhead of the organization stating that he or she has approved the request and endorses Foundation support as a strong priority of the organization; a statement that no change occurred in the exempt status, purpose, character or method of the organization's operation since the organization received its tax-exempt status from the IRS; and a statement indicating whether the organization has in the past or is now operating under any name other than the name on the IRS determination letter.
2. Most recent certified audit (If not available, include latest year-end financial statement); and IRS Form 990 and annual report (if applicable).
3. Current operating budget.
4. A Copy of the Latest Verifications of Tax-Exempt Status from the IRS under Section 170 of the IRS Code.

### Organization Information

|                               |  |                            |  |
|-------------------------------|--|----------------------------|--|
| <b>Organization Name</b>      |  |                            |  |
| <b>Address</b>                |  |                            |  |
| <b>City, state, zip</b>       |  |                            |  |
| <b>Phone</b>                  |  | <b>Fax</b>                 |  |
| <b>Web Address</b>            |  |                            |  |
| <b>Federal ID/EIN #</b>       |  |                            |  |
| <b>Year Established</b>       |  | <b>Number of Locations</b> |  |
| <b>Executive Director/CEO</b> |  | <b>Phone</b>               |  |
|                               |  | <b>Cell Phone</b>          |  |
| <b>E-mail</b>                 |  | <b>Fax</b>                 |  |
| <b>Primary Contact</b>        |  | <b>Phone</b>               |  |
|                               |  | <b>Cell Phone</b>          |  |
| <b>E-mail</b>                 |  | <b>Fax</b>                 |  |

### Grant Request

|  |  |                             |  |
|--|--|-----------------------------|--|
| <input type="checkbox"/> New Project <input type="checkbox"/> On-going Project |  | <b>Amount Requested:</b> \$ |  |
| <b>Date Payment Needed:</b>  | _____  |                             |  |
| <b>Project Title:</b>  | _____  |                             |  |
| <b>Time frame in which funds will be used:</b>                                 | <i>From:</i> _____                                       | <i>To:</i> _____            |  |
| <b>Have you previously received funding from BFA?</b>                          | <input type="checkbox"/> Yes <input type="checkbox"/> No | <b>If yes, when?</b>        | <i>Month:</i> _____ <i>Year:</i> _____ |

| Staff Composition | # of Paid FTE | # of Paid PTE | # of Volunteers |
|-------------------|---------------|---------------|-----------------|
| Professional      |               |               |                 |
| Support           |               |               |                 |

**Organization Description** (Two paragraphs - Offer insight into your organization, its background, mission and overall effectiveness.)

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***Current list of Directors/Trustees and Officers of the Organization***

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***Description of the community your organization is trying to impact*** (One paragraph - Briefly tell us the current situation of the community you are trying to impact and give us evidence of need, preferably with credible data.)

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***Project Description*** (Two paragraphs - Clearly summarize your project, its methodology and its timeline. Define the audience you will reach, how you will reach them, and the number of people served by the project.)

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***Project Goal*** (In 25 words or less, state exactly what the project is to accomplish. The goal should be limited to the essential elements of the project that communicate the purpose of the project and the outcome expected using action words, such as "design," "build," "implement," etc.)

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***Project Objectives and Activities*** (In bulleted format, list the project objectives and associated activities for each objective. Objectives are specific, verifiable outcomes or deliverables which combine to achieve the overall project goal. Some people refer to an objective as a subgoal. Activities are specific actions planned to obtain each objective.)

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***Evaluation Plan*** (Describe your evaluation plan. Include measurable, time-specific goals, a description of information to be collected to measure progress and how that information will be collected.) This information will be used in your Progress and Final Report.

