



Application Guidelines

It is requested that applicants submit a letter limited to two pages summarizing the request. The letter should include a brief description of the program and its purpose, the project for which funding is requested, the total cost of the project, and the amount being requested. Other donors and the amounts contributed should be provided and if a matching grant is involved, this should be noted.

- History and overview of the organization and its programs
- Operating statements
- Detailed overview of the program or purpose of the request, and its impact on those served
- Project cost, timetable, and funding commitments received to date
- Strategic relationship of the request to the organization's mission

Please include the following as attachments to the letter.

Applicants will be notified shortly after a decision has been made on a proposal. Periodic updates during a project or at its completion may be requested.

	Application Date Received:	
	Executive Committee Received:	
Accept	Need to revise with suggested changes	Denied
	BOT Received:	
Accept	Need to revise with suggested changes	Denied