

Lyndonville Area Foundation

P.O. Box 545

Lyndonville, New York 14098

Project Grant Application

Organization _____

Address _____

Street

City

State

Zip

Organization Representative/Contact _____

Title

Phone

Does the IRS recognize you as a Section 501(c)(3) organization? Total annual budget? _____
Yes [] No [] current year

Has the Lyndonville Area Foundation granted funds to your organization in the past?
Yes [] No [] If yes, give the date of the grant and a brief description:

Does your organization engage in any activities to influence legislation or intervene in any political campaigns? Yes [] No [] If yes, explain in detail the percentage of organization time and funds expended on such activities:

What is the geographic area served by this project? _____

How many clients will be served by this project? _____ Total anticipated costs of this project? \$ _____ Amount requested from this Foundation? \$ _____

Do you have any other **confirmed** sources of funding for this project? If so, please list and include dollar amount:

Please list the other organizations to which you have applied for funds for this project and indicate the status of those applications (**declined; decision pending; unknown**):

Requirements for Grant Consideration

Please package and return the completed Grant Application and the required attachments listed below as a set. **One (1) assembled set of originals must be submitted. Twelve (12) assembled sets of copies of: Grant Application; Project Description; and, Proposed Budget must also be submitted. Please number pages and assemble the sets in the order listed below. Do not bind/staple pages or send folders. Please use clips, rubber bands or clamps to secure each set.**

Completed requested documents must be received by the Foundation's Grants Officer or via the mail by 4 p.m. on the deadline date. FAX copies are not acceptable.

THIS CHECKLIST IS TO BE COMPLETED AND SIGNED BY THE APPLICANT

SUBMIT ASSEMBLED SETS IN THE FOLLOWING ORDER:

- Grant Application:** (2 pages) Signed and dated. Submit one original and twelve copies.
- Project Description:** (1-2 pages) Address the following: the community need for the project; goals and objectives of the project; proposed actions/activities; timetable; proposed evaluation criteria for project's success; and, the specific purpose for which the Foundation funds will be used (submit one original and twelve copies).
- Proposed Budget:** (1 page) Provide a complete project budget breakdown including the investments your organization is making to the effort as well as other funding sources. Identify the costs of each item included in the request to this Foundation (one original and twelve copies).
- IRS Determination Letter (copy):** Stating that your organization is 501(c) (3) tax exempt. (Exception: Public schools and municipalities).
- Annual Operating Budget:** For the current year.
- Financial Statement:** For the previous year. An audited statement is preferred; if not available, provide an internal financial statement.
- Form 990:** Provide the most recent copy. If not filed, please explain.
- Confirmed Funding:** Provide documentation of funds confirmed.
- Officers & Board:** List all principal officers and members of the governing board.
- Authorization/Support:** Submit some form of documentation that indicates the governing body of the organization has approved the application and the proposed project. This can be a letter signed by the Chairman of the Board of Directors, a Board Resolution or a copy of the Board minutes. Superintendent's approval is sufficient for public school applications.
- Photographs:** Provide photographs pertaining to your project if they clarify the purpose.
- Estimates/Quotes:** Provide at least two quotes for construction, equipment, services or major supply costs included in your project.

Note: If funding is provided for this project, all information submitted to the Foundation shall represent the legal obligations of the applicant. Any changes to the project must be approved in writing by the Foundation.

_____ Name of Officer (please print)	_____ Title
X _____ Signature	_____ Date
_____ Organization Name	_____ Phone Number

Official Use Only

Application Number _____	Project Dates _____
Grant Number _____	_____
Class of Activity: ___ Charitable ___ Educational ___ Religious ___ Scientific	