

**THE HARRY A. AND MARGARET D. TOWSLEY FOUNDATION
GRANT APPLICATION COVER SHEET**

Date of Application: _____

Legal name of organization applying: _____
(Should be same as on IRS determination letter and as supplied on IRS Form 990)

Year Founded: _____ Current Operating Budget: _____

Executive Director: _____ E-mail Address: _____

Contact person/title:
(if different from executive director): _____

Address *(principal/administrative office):* _____

City/State/Zip: _____

Phone number: _____ Fax Number: _____
(include area code) (include area code)

Email address:

List any previous support from this funder in the last 5 years: _____

Project Name: _____

Purpose of Grant *(one sentence):* _____

Dates of the Project: _____ Amount Requested: \$ _____

Total Project Cost: \$ _____

Geographic Area Served: _____

Signature, Chairperson, Board of Directors

Signature, Executive Director

Typed Name and Title

Typed Name and Title

Date

Date

GRANT APPLICATION FORMAT

Please provide the following information in this order. Use these headings, subheadings and numbers provided.

A. NARRATIVE

1. Executive Summary

- Briefly explain why your agency is requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if the grant is made.

2. Purpose of Grant

- Statement of needs/problems to be addressed; description of target population and how they will benefit.
- Description of project goals, measurable objectives, action plans, and statements as to whether this is a new or ongoing part of the sponsoring organization.
- Timetable for implementation.
- List of other partners in the project and their roles.
- List of similar existing projects or agencies, if any, and explain how your agency or proposal differs, and what effort will be made to work cooperatively.
- Description of the qualifications of key staff and volunteers that will ensure the success of the program.
- Long-term strategies for funding this project at end of grant period.

3. Evaluation

- Plans for evaluation including how success will be defined and measured.
- Description of how evaluation results will be used and/or disseminated and, if appropriate, how the project will be replicated.

4. Budget Narrative/Justification

- Grant budget.
- List of amount requested of other foundations, corporations and other funding sources to which this proposal has been submitted. What amount has been raised to date?
- List of priority items in the proposed in the proposed budget, in the event that we are unable to meet your full request.

5. Organization Information

- Brief summary of organization's history, mission and goals.
- Brief description of current programs, activities and accomplishments.

B. ATTACHMENTS

1. A copy of the current IRS determination letter indicating 501(c)(3) tax-exempt status.
2. List of Board of Directors.
3. Finances:
 - Organization's current annual operating budget.
 - Most recent annual financial statement (independently audited or reviewed, as required by Michigan Attorney General's License to Solicit form CTS-02; otherwise, attach Form 990).
 - Most recent annual report, if applicable