



Profile ID # _____
Date Received _____
Grant # _____
Batch _____

This **Grant Proposal Cover Sheet** must be completed and accompany the grant proposal.
Please do NOT include any other cover letter.

ORGANIZATION INFORMATION:

Name of organization _____
 Legal name, if different _____
 IRS EIN # _____ Website address _____
(If your organization is not a 501(3)3, check with foundation staff to verify eligibility and for instructions on submitting the appropriate information.)
 Mailing address, city, state, zip _____
 Name staff head of organization _____
 Title, phone, email _____
 Organization's mission statement _____

BRIEF description of the two most important programs or services your organization provides

Actual total revenues from last completed fiscal year _____
 Total current year annual organization budget _____
 Fiscal year _____ Number of paid staff _____ Number of board members _____
 Number of board members who contributed financial resources in 2009 _____
 Briefly list/describe any organizations, coalitions, government agencies, for profit businesses you collaborate with to keep abreast of the needs of our community and your constituents

PROPOSAL INFORMATION:

Name of contact for this proposal _____
 Title, phone, email _____
 1-2 sentence project description _____

Amount requested _____ Total project budget _____

 Name and tile of top paid staff or authorized officer of the board

 Signature

 Date