

Garneau-Nicon Family Foundation Group and/or Organization Application

Applications will ONLY be accepted between February 1st & February 28th.

Date: _____

1. Applicant Organization: _____

2. Year Organization Incorporated: _____

Is the Organization Tax-Exempt: Yes No

Federal ID #: _____ State ID#: _____

3. Mailing Address: (include street address if different)

Is the name to the left the same as it appears on the
IRS letter of Determination? Yes No

If no, please explain:

4. Chief Executive's Name & Title: _____

5. Contact's Name & Title: (if different)

6. Phone Number: _____ Fax Number: _____

Email Address: _____

7. Organization Demographics:

- Number of full-time staff: _____
- Number of part-time staff: _____
- Number of volunteers: _____



8. Geographic Area Served: _____

9. Executive Summary (summarize the proposal in 150 words or less):

10. Amount of This Grant Request: \$ _____

11. Choose One of the Following: General Operating Support Project Support

12. Time Frame in Which Funds Will Be Used: From _____ To _____

13. Operating Budget Total for Current Fiscal Year: _____

Fiscal Year: From _____ To _____

14. Sources of Income:

Government:

Federal: ____%

State: ____%

County: ____%

City: ____%

Other:

Fees/Earned Income: ____%

Individual Contributions: ____%

United Way: ____%

Workplace Campaigns: ____%

Corporate and/or Foundation Grants: ____%

Special Events: ____%

Memberships: ____%

Other: ____%



15. If for Project Support, complete the following:

Project Name: _____

Total Project Cost: \$_____

This Request is what percent of total project: _____%

Project Cost Per Participant: \$_____ (if applicable)

16. Select Project Type:

___ Capital:

Maintenance

Renovation

Equipment

___ Endowment

___ Specific Program (please describe)

___ Other (please describe)

A. Who will the project serve?

B. How many will the project serve?

C. What geographic area will the project serve?



Please limit the length of your answers for the following five (5) questions to no more than a total of four (4) pages.

- 1. Applicant Organizational Background:** Include organizational mission statement and purpose, organizational qualifications, history of accomplishments, governance, area, and population served, role of volunteers. (If this is collaboration, describe the lead agency and its relation to others involved.)
- 2. Needs Statement:** Identify the needs this agency or this proposal will address. Acknowledge similar existing projects if any, and explain how your agency or proposal differs, and what efforts will be made to work cooperatively.
- 3. Proposal:**
 - How will your proposal address identified needs?
 - Projected goals, objectives, timeline, anticipated impact.
 - Expected role of volunteers.
 - Number and types of people who will benefit from your proposal.
 - How will you monitor your work and how will you measure success or effectiveness?
 - What are your other potential and actual sources of support for this proposal?
 - Where do you expect to find future support?
- 4. Appropriateness to this Foundations' Mission:** Explain how your project or program meets the Garneau-Nicon Family Foundation Policies and Guidelines.
- 5. Additional information:** Please address here anything else about your organization or project you think is relevant to this proposal.

Required Attachments:

In addition to your cover letter and the information required above, please attach the following:

1. Verification of tax-exempt status under Section 501(c)(3) of the IRS code.
2. List of current board members (including member affiliations and any other pertinent information).
3. List of key organizational staff, including titles and main functions.
4. IRS Form 990 (if available)
5. Most recent audited financial statement.
6. A one-page summary of actual income and expenses for the past two complete years.
7. Submit a list of funding sources and amounts received from these sources over the past two years.
8. Organization's current year operating budget.
9. A detailed budget of the project for which funds are being requested.
10. If the project for which you are seeking funds is collaboration with others, include letters or other documentation from other collaborators.



Guidelines:

- Funds are to be used only for the purpose of the grant.
- Grant recipient(s) must submit a report to the Garneau-Nicon Family Foundation every 60 days providing information as to fund disbursement, accompanied by proof of same in the form of paid invoices, checks written, and any other form of disbursement for the purpose of completing the grant. In the case where funds are used for educational purposes, all informational grade reports must be provided, including any correspondence from teaching authorities.
- A final disbursement report must be provided to the Garneau-Nicon Family Foundation no later than 45 days after completion of the grant.
- The Garneau-Nicon Family Foundation reserves the right to withhold, withdraw, and or recover funds in such cases where funds are, or appear to be misused.
- Only one grant application may be filed per calendar year by any Organization and/or Group. The calendar year is defined as January 1st through December 31st. Funding will not be awarded to the same Organization and/or Group in consecutive funding cycles.

By signing below, I certify that all the facts contained herein or attached are true and correct.

Signature of Applicant

Date

Return application & applicable attachments to [Garneau-Nicon Family Foundation at
gnffapplications@outlook.com](mailto:gnffapplications@outlook.com)

Mailed applications will **NOT** be accepted.

