

GARNEAU NICON FAMILY FOUNDATION ORGANIZATION GRANT APPLICATION

Applications must be submitted by March 31st

Date: _____

1. Organization: _____

2. Year Organization incorporated: _____

Is this Organization tax-exempt? Yes ___ No ___

Federal ID # _____ State ID # _____

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

Is the organization name the same as it appears on the IRS Letter of Determination? Yes ___ No ___

If not, explain:

4. Chief Executive name & title:

5. Contact 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. Geographical area served:

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



10. Circle one of the following: General Operating Support or Project Support

11. Time frame in which funds will be used: _____
From _____ To _____

12. Total operating budget for current fiscal year: _____

Fiscal Year: _____
From _____ To _____

13. Sources of Income:

Government

Federal _____%

State _____%

County _____%

City _____%

Fees/Earned Income _____%

Contributions _____%

United Way _____%

Workplace Campaigns _____%

Corporate and/or Foundation Grants _____%

Special Events _____%

Memberships _____%

Other: _____%

14. If the funds will be used 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)

Project type (please check type):

Capital

Maintenance

Renovation

Equipment

Endowment

Specific Program (please describe)

Other (please describe)

A. Who is the project's target population?:

B. How many people will the project serve?: _____

C. What geographical area will the project serve?: _____



***Please limit the length of your answers to the following five (5) questions to a total of four pages.**

1. Applicant Organizational Background

Include organization's mission statement and purpose, organization's qualifications, history of accomplishments, governance, area and population served, and role of volunteers. (If this is a 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, 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?
- Please list other potential and actual sources of support for this proposal.
- Where do you expect to find future support?

4. Appropriateness to the GNFF Mission

Explain how your project or program meets the Garneau Nikon 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.

NOTE:

**The GNFF will not accept faxed applications.
All grant applications must be mailed via the United States Postal Service,
in regular mail, and no "return receipt requested".**



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 (include member affiliations and 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 years.
7. Submit a list of funding sources and amounts received over the past two years.
8. Organization's current year operating budget.
9. A detailed budget of the project for which funds are being sought.
10. If the project for which you are seeking funds is in collaboration with others, include letters and other documentation from other collaborators.

Funds are to be used *only* for the purpose of the grant.

A notarized report must be submitted to the foundation every 60 days providing information about 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 of funds 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 or group. The calendar year is defined as January 1st through December 31st.

Funding will not be awarded to the same organization in consecutive funding cycles.

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

Signature of Applicant

Date

**Return Application to GARNEAU NICON Family Foundation
10009 Aurora North, Seattle, WA 98133**

