

# LEVIN FAMILY FOUNDATION GRANT APPLICATION

**ALL SPACES ON THIS PAGE MUST BE FILLED AND ALL SIGNATURES ARE REQUIRED**

## Section One

### Organization Data

Applicant Organization (Legal Name): \_\_\_\_\_  
Doing Business As: \_\_\_\_\_  
Previous Name, if changed: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Web site: \_\_\_\_\_  
Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_  
IRS Name, as listed on 501(c)(3) letter: \_\_\_\_\_  
IRS letter date: / / Tax Exempt ID number (EIN): \_\_\_\_\_  
Executive Director: \_\_\_\_\_ Direct Phone: ( ) \_\_\_\_\_  
Organization's Budget: \$ \_\_\_\_\_ Endowment Size: \$ \_\_\_\_\_  
Organization's Major Funding Sources: \_\_\_\_\_

### Organization's Affiliation and/or accreditation body (check all that apply)

United Way \_\_\_\_\_  Fine Arts Fund \_\_\_\_\_  Better Business Bureau \_\_\_\_\_  
 Chapter of national or regional organization \_\_\_\_\_  
 Other (Specify) \_\_\_\_\_

### Request Data

Program/Project Title: \_\_\_\_\_  
Amount of this request: \$ \_\_\_\_\_ Total Budget for this Program/Project: \$ \_\_\_\_\_  
Proposal contact person information: Name \_\_\_\_\_  
Title \_\_\_\_\_ Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_  
E-mail \_\_\_\_\_

Community/Counties served by this Program/Project: \_\_\_\_\_

Projected number of people to be served by Program/Project \_\_\_\_\_

Brief demographic description of population served by this Program/Project: \_\_\_\_\_

Type of request (check all that apply)

Capital \_\_\_\_\_  Program/Project \_\_\_\_\_  Endowment \_\_\_\_\_  
 Operating \_\_\_\_\_  Technical Assistance \_\_\_\_\_  Start-up \_\_\_\_\_

Signature of Executive Director: \_\_\_\_\_ /

Printed Name \_\_\_\_\_ (date)

Signature of Board President: \_\_\_\_\_ /

Printed Name \_\_\_\_\_ (date)

**EXECUTIVE SUMMARY – 1 Page Only**

The narratives for Sections Two through Six should not exceed five pages. Responses must be typed, single-spaced, single-sided and use a minimum of 12-point type.

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### **Section Two – Profile of Organization**

- 1) Brief summary of organization's history\*
- 2) Brief statement of organization's vision/mission\*
- 3) Brief description of current programs/projects and activities
- 4) Description of organization's constituency and geographic region (if different than the project's as described above)

\*You may omit if 1 & 2 have been submitted with another project during the last 2 years

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### **Section Three --Statement of Need**

- 1) Statement of need project is attempting to meet and evidence of that need.
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### **Section Four -- Program/Project Description & Methodology**

- 1) Description of program/project, including:
    - a) Activities to accomplish programs/project (Is this a new or ongoing activity?)
    - b) Goals/objectives
    - c) Timetable for implementation
    - d) Duration of program/project
    - e) Measurable outcomes
    - f) Evidence of use of best practices
  - 2) Will the organization collaborate with other organizations (if so, with whom and how?)
  - 3) Why is your organization qualified and appropriate to address this need or benefit?
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### **Section Five -- Evaluation**

- 1) How will success be defined and measured, for example what are the short term, intermediate and/or long term outcomes?
- 2) How will the evaluation be conducted?
- 3) How will the people served be involved in the program/project evaluation?
- 4) How will the results be used and disseminated?

### Section Six -- Program/Project Funding Plans

- 1) List of other funders to which the proposal has been and will be submitted. For each funder, indicate amount requested and status of request, i.e., request will be submitted, is pending, was funded or was declined. If funded, specify amount of grant.
  - 2) Other anticipated funding including:
    - a) Earned revenue
    - b) In-kind support
    - c) Special events
    - d) Fundraisers, etc.
  - 3) Anticipated future/long-term funding strategies and sources, if appropriate
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### Section Seven -- Required Financial Attachments

- 1) Statement of Revenue/Support and Expenses for your organization's most recently completed fiscal/calendar year. (Sample forms are available upon request)
  - 2) Balance Sheet for most recently completed fiscal year.
  - 3) Most recent, **complete audit including auditor's notes**. If the organization does not have an audit done, then send the most recent 990.
  - 4) Budget for the current fiscal/calendar year including a column showing the organization's year-to-date status. (Sample forms are available upon request)
  - 5) Project Budget for your **entire project**. (Sample forms are available upon request)
  - 6) Provide **pro forma project budgets for the next three years**, if there are ongoing expenses associated with your project which increase the organization's operating budget by 20% or more, or if this is a new organization. The purpose of the pro forma is to show how the organization plans to sustain the project.
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### Section Eight -- Required Non-Financial Attachments

- 1) IRS letter of determination 501(c)(3)\*
- 2) Names, affiliations and demographics of board members
- 3) *List of key staff members and qualifications, or an organizational chart*
- 4) One or more examples of the following
  - a) Annual reports
  - b) Organizational brochure
  - c) Sample newsletter
  - d) Program
- 5) Letters of commitment from collaborating organizations, if appropriate.

\*If you have submitted an application before, you do not need to send this again.