

## Greenville Foundation Grant Application Cover Sheet Hints

The Greenville Foundation Application Cover Sheet consists of one page (page 2 of this document).

Feel free to use this Microsoft Word document in either of these two ways:

1. Print page 2, then type or write your application information on the printed copy;  
OR
2. Type your application information directly into page 2, then print the page.

Hint: If you choose the 2<sup>nd</sup> method, use the mouse or keyboard to move around in the document, not the Tab key or the Enter keys -- this will help retain the appropriate page layout. Please make sure that the filled-in Cover Sheet takes up only 1 page.

### Non-U.S. organizations

Please note that grant proposals from non-U.S. organizations must include a U.S. based fiscal agent. For more information about the purpose of a fiscal agent and suggestions for finding one please see the helpful information at The Foundation Center's web site:

[http://www.fdncenter.org/learn/faqs/fiscal\\_agent.html](http://www.fdncenter.org/learn/faqs/fiscal_agent.html)

# GREENVILLE FOUNDATION GRANT APPLICATION COVER SHEET

For Foundation Use
Org. #:
Proposal #:
Category:

Refer to "Application Process" in the Greenville Foundation Annual Report or the "Guidelines / How to Apply" web page for the additional required attachments.

Date of Application \_\_\_\_\_ Grant amount requested \_\_\_\_\_

## ORGANIZATION

Name of Organization \_\_\_\_\_ Date Founded \_\_\_\_\_

Complete Address \_\_\_\_\_

Executive Director \_\_\_\_\_ Phone \_\_\_\_\_

Name & Title of Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Organization Web Address \_\_\_\_\_ Contact Person e-mail \_\_\_\_\_

Tax Status  501(c)(3) Organization listed above.

501(c)(3) Fiscal Agent Name \_\_\_\_\_

Attach a copy of Fiscal Agent 501(c)(3) determination letter.

Name and Title of Contact Person \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

Government Agency or Public School  Other (Explain)

Have you previously received Greenville funds? \_\_\_\_\_ When? \_\_\_\_\_ How Much? \_\_\_\_\_

Mission of the Organization:

Board President (name/affiliation) \_\_\_\_\_ Phone \_\_\_\_\_

Number of Board Members \_\_\_\_\_ Number of Staff \_\_\_\_\_ Number of Volunteers (if applicable) \_\_\_\_\_

## FINANCES

Start Date of Fiscal Year \_\_\_\_\_ Total Organization Budget: (current year) \$ \_\_\_\_\_

(past year) \$ \_\_\_\_\_

Primary Sources of Income (grants %, fees %, etc.) \_\_\_\_\_

Total Endowment \$ \_\_\_\_\_ Total Reserve Funds \$ \_\_\_\_\_ Total Debt \$ \_\_\_\_\_

Other Current or Prior Funders of your Organization \_\_\_\_\_

## PROJECT

Project Timeline / Period \_\_\_\_\_

Total Project Budget \$ \_\_\_\_\_ % Requested from Greenville \_\_\_\_\_

Other Funders Committed for this Project (\$ awarded) \_\_\_\_\_

Other Funders Pending for this Project (\$ requested) \_\_\_\_\_

Project Status: new/planning stage \_\_\_\_\_ implementation \_\_\_\_\_ ongoing \_\_\_\_\_ expansion \_\_\_\_\_ other (explain) \_\_\_\_\_

Primary Constituencies to be Served \_\_\_\_\_

Project Title \_\_\_\_\_

**In the space remaining on this page write a brief description of your project, use of funds, who will be served, and geographic location. Example: \$5,000 to support "The Learning Project," a comprehensive youth service and leadership program for low-income high school students in the San Francisco School District**