

Topfer Family Foundation Grant Application Form

Note to Chicago area applicants: TFF is not accepting unsolicited applications from the Chicago area at this time

Organization Information

Organization Name			
Street Address			
City, State, Zip			
Main Phone		Main Fax	
Organization's Website URL			
Executive Director / President / CEO Name		Phone	
Title		E-mail	

Application Information

Project Title: *(a short one-sentence description of the project – 50 characters max)*

New Project OR On-going Project _____

Amount Requesting from TFF: \$ _____

Total Project Budget: \$ _____

Annual Budget for Organization: \$ _____

Number of People Served by the Project _____

Cost Per Participant \$ _____

Time Frame In Which Funds Will Be Used

Start Date: _____ **End Date:** _____

Have you previously received funding from TFF? **If yes, when?** *Month/Year* _____

Referred to TFF by: _____

Program Area – TFF funds projects within the following categories. Please check the category that corresponds with your project.

- Aging in Place
- Job Training and Support Services for the Economically Disadvantaged
- Youth Enrichment Programs for the Economically Disadvantaged
- Child Abuse Prevention and Treatment
- Children's Health Issues
- Other: _____

Geographic Service Area(s) – you may select up to three

- DuPage County, IL
- Travis County, TX
- Cook County, IL
- Williamson County, TX
- Lake County, IL
- Burnet County, TX
- Other IL County: _____
- Hayes County, TX

Other State: _____

Other TX County: _____

Organization Description (*Offer insight into your organization, its background, mission and overall effectiveness.*)
600 words maximum

Project Description (*Clearly describe your project, its methodology and timeline. Define its objectives, the audience you will reach and how you will reach them.*)
800 words maximum

Description of the community your organization is trying to impact (*Briefly tell us the current situation of the community you are trying to impact and give us evidence of need, preferably with credible data.*)
400 words maximum

Projected goals and outcomes (Please list the outcomes the project will accomplish. Outline your plan for measuring progress and success.)

600 words maximum

How do you plan to sustain adequate project funding for this project beyond the time frame of this grant request?

300 words maximum

Description of similar projects and/or organizations in the local community, how your organization/project differs and/or any efforts made to collaborate and/or partner.

600 words maximum

	<i># of Paid FTE</i>	<i># of Paid PTE</i>	<i># of Volunteers</i>
Staff Composition			

Organization's Board of Directors (Please include name, job title and affiliation. Use plain text only. Do not use bulleted lists, bold, underline, or italics)

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Application Contact – Staff person to contact regarding this application

Primary Contact Name		Phone	
Title		E-mail	

Note: The form below is available as an Excel document from within the online application.

Topfer Family Foundation Budget Information Form

Organization Name:
Project Title:
Organization Budget Information
Organization's Fiscal Year (start/end date):
Organization's Overall Operating Budget for Previous Fiscal Year:
Organization's Overall Operating Budget for Current Fiscal Year:
Organization's Overall Operating Budget for Year in which Funding is Requested:
Organization's Overall Program Budget (total for all programs run by organization):
Organization's Overall Fundraising & Administration Budget:
Percentage of Annual Budget used for Fundraising & Administration:

1. BUDGETED Funding Sources for Organization for Current Fiscal Year

Source	Amount Budgeted	YTD Amount Committed
Governmental		
Foundations		
Corporations		
United Way		
Individuals		
Fundraising Events		
In-Kind		
Other		
Other		
Total Committed		

Project Budget Information

This section refers to the project for which funding is requested.

2. Project Budget (do not include in-kind)

Expense Description	Amount
Total Project Cost	\$0

3. Committed Funding Sources for Project by Type of Funder *(not required if applying for General Operating Support)*

Source	Amount Committed	# of Grants	Average Grant Amount
Governmental			#DIV/0!
Foundations			#DIV/0!
Corporations			#DIV/0!
United Way			#DIV/0!
Individuals			
Fundraising Events			
In-Kind			
Other			
Other			
Total Committed	\$0		

4. Committed Funding Sources for this Project by Name of Funder *(not required if applying for General Operating Support)* Total Committed in #3 & #4 should match.

Funder Name or Source <i>(ex. John Doe Foundation or Individual Donations)</i>	Amount Committed

Total Committed	\$0

5. Potential Funding Sources for this Project by Name of Funder

List organizations from which you are seeking or intend to seek funding.

Source	Amount	Status of Request/Expected Response date
Total Committed	\$0	