Instructions For Completing Application

The Foundation requests one hard copy of the application printed on white paper. **Follow the specific format provided.** Information should be kept brief and to the point. Applications should not be condensed by printing them in a smaller font size. Include the full name, address, and telephone number of your organization. Exhibits may be included if they clearly illustrate specific concepts relevant to the application.

1. **Purpose of your organization:** Describe your purpose and/or mission. Provide the name(s) and direct telephone number(s) of the designated contact(s) within your organization.

2. **Program/project description:** Provide a detailed description of the program/project for which you are soliciting funds (two paragraphs). Include all relevant facts regarding the program/project in lthe proposal itself. Do not rely upon a cover letter to communicate pertinent information not included in the application.

3. **Request:** Request a specific amount, do not include ranges. Include the total amount to fund the project, your organization's annual budget, and previous annual dollar support for your organization from the UMA Foundation

4. **Committed Donors:** List each committed donor. Include amounts received for this program/project.

5. **Officers and Board Members**: List the names of officers and board members of your organization. **Names only,** no addresses please.

6. **Financial Information:** The application must include a budget itemizing how the grant will be expended and how you will report this expenditure and audited financials. An Expenditure of Funds Report must be received no later than one year from the receipt of the grant.

7. **Include an IRS Exemption Letter with your organization's Tax ID Number.**

8. **Attach a copy of your organization's most current tax return.**

GRANT APPLICATION

Name of your Organization:
Street Address:
Mailing Address:
City/State/Zip:
Telephone:
Name of President or Director:
Name of Primary Contact:
Date of application (mm/dd/yy):

1.   Purpose of your Organization (one paragraph):

2.   Program/Project Description (not to exceed two paragraphs):

3.   Request:
- Dollar amount requested $_____
- Total Amount to fund this project $_____
- Annual operating budget of your organization $_____
- Previous annual dollar support for your
  Organization from the UMA Foundation: Year _____ $_____
  Year _____ $_____
  Year _____ $_____

4.   **Committed Donors for this project (with dollar amounts):**

5.   **Officers and Board Members of your organization:** (Use a separate page if necessary **Names only,** no addresses please.)

6. Financial Information:

- Please provide a copy of your most recent annual financial statement and annual operating budget. Also send your most recent financial audit or audit review of your financial statements by a CPA, if different than your most recent financial statement.

- Provide a budget for your proposal.

- Name of individual or organization preparing these financial documents:

  Name:
  Address:
  Telephone:
  Name of Primary Contact:

7. Include an IRS Exemption Letter with your organization's Tax ID Number.

8. Attach a copy of your organization's most recent tax return.

Signed _____ Title _____

_____ Title _____

_____ Title _____

Date: _____