**Grant Application**

*Your Entity and Address*

*Relevant Title for Your Request*

*(Please craft your entire submission with brevity)*

I. Purpose of Application

*Describe the general purpose of this grant request in one sentence.*

II. Organizational Information

A. Summary of Organization

*Describe relevant facts pertaining to your organization's age, mission, and goals.*

B. Partnerships

*If relevant, provide a short example of how your organization has worked with other entities to accomplish goals.*

C. Volunteers

*If relevant, describe your organization's use of volunteers.*

D. Challenges

*If relevant, feel free to describe any unique challenges facing your organization.*

III. Grant Request Information

A. Purpose and Strategy of Project

*Specifically describe the need that you seek to address here, and any strategy to be employed, including the community served and estimated duration.*

B. Key Personnel

*Describe key personnel responsible for outcomes of the project.*

C. Outcomes and Measurement

*Describe how you will measure outcomes of the project.*

IV. Financials

A. Amount Requested from R4 Foundation

*Perhaps as previously discussed, please state the amount requested from R4 to support the project.*

B. Project Budget

*Provide a brief overview of the project budget.*

C. Amount Raised and Other Requests for Funds

*If relevant, indicate funds raised for the project to date, requests to other entities for this project, and whether any entity has offered to match funds.*

D. Sustainability

*If relevant, briefly describe plans to sustain the project beyond this grant cycle.*

V.Supporting Documents

*Please attach the following:*

* 501(c)(3) determination letter.
* Latest *summary sheet* of IRS Form 990.
* List of current Directors/Trustees and their affiliations.

*If your grant request exceeds $25,000, please additionally attach:*

* Current organizational operating budget.
* Most recent balance sheet and income statement.
* Summary letter/opinion of most recent financial auditor.

VI. Additional Information from Performing Arts Organizations

A. Annual Shows

*How many different plays/shows in the past year, and how many performances each?*

B. Annual Attendance

*What was your patron attendance in the past year?*