



## FOUNDATION

### **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?*