



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?