

**Kathleen Patton Westby Foundation
Grant Application**

1. Organization name _____ Date _____

2. Address _____

City, State & Zip _____

3. Contact Person & Title _____ Phone # (____) _____

4. Person responsible for the program _____

Phone # (____) _____

5. Total Agency Budget _____

Program Budget _____

Amount Requested _____

6. Project Title _____

Project start date _____

7. Is this a new program for your organization? Yes _____ No _____

8. For entire organization: Fund raising costs \$ _____ % _____

Administrative costs \$ _____ % _____

9. Projected next year's operating budget for entire organization: \$ _____

Fund raising costs \$ _____ % _____

Administrative costs \$ _____ % _____

10. Date on which fiscal year begins _____

Date Incorporated _____

11. Type of request:

____ General support ____ Start-up costs

____ Project support ____ Technical assistance

____ Endowment ____ Capital expenditures

____ Other

12. Principal sources of support:

_____ % United Way _____ % Government contracts

_____ % Foundations/corporations _____ % Earned income

_____ % Individual contributions

13. Previous funding from the Foundation? Yes _____ No _____

14. PURPOSE OF REQUEST

15. WHY IS THIS PROGRAM UNIQUE? WHY IS IT NEEDED?

16. SUMMARIZE THE ORGANIZATION'S HISTORY, MISSION AND GOALS.

17. LIST ANY OTHER ORGANIZATIONS IN THE AREA WITH A PURPOSE SIMILAR TO YOUR ORGANIZATION AND DESCRIBE COLLABORATION, IF APPROPRIATE.

18. DESCRIBE WHAT CHANGES WILL OCCUR AS A RESULT OF YOUR PROGRAM.

19. DESCRIBE YOUR PLANS FOR SUSTAINING THE PROGRAM (funding and other sources).

20. FUNDING SOURCES AND AMOUNTS APPLIED FOR, RECEIVED OR COMMITTED.

21. Please enclose the following information with this application:

APPENDIX A: A complete budget for the project or program.

APPENDIX B: The current annual operating budget; include in-kind services and volunteers' hours contributed.

APPENDIX C: Current Board of Directors, listing business addresses and occupations.

APPENDIX D: Current audited financial report.

APPENDIX E: The Foundation considers grant applications only from public charities as defined under the Internal Revenue Code and applicable regulations.

An applicant must have obtained a 501(c)(3) determination letter prior to submitting an application and must include a copy with this application.

If the applicant is not required to have obtained a 501(c)(3) letter, it must provide a copy of an IRS letter or a legal opinion certifying that the applicant is a public charity as described in section 509(a) (1), (2), or (3).