

UNICO Memphis Chapter Foundation, Inc.

8970 Davies Plantation Rd.

Bartlett, TN 38133-4228

GRANT APPLICATION FORM \$1,001 to \$4,999

Instructions

- **Please type using typeface no smaller than 10 points and single space all grant requests.**
- **Please answer all of the questions in the order listed.**
- **Please use headings as provided.**
- **Please submit only one copy.**
- **Please do not include any materials other than those specifically requested at this time.**
- **Please do not send videotapes.**

Applications are accepted for consideration 60 days prior to Board of Trustee meetings held in March and July/August each year. Trustees may also come together to consider grant requests outside of the normal schedule at the request of the Foundation President.

Incomplete applications will not be considered.

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I. Cover Sheet

Date of application: _____

Legal name of organization to which grant would be paid.

Purpose of grant:

Address of organization: _____

Telephone number: () _____ Fax: () _____

E-mail: _____

Contact Person:

Is your organization an IRS 501(c)(3) not-for-profit? (yes/no): _____

If no, what is your IRS designation? _____

Grant request: \$ _____

Check one:

General support _____

Program support _____

Name of program: _____

Total organizational budget (current year): \$ _____

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Total project budget \$ _____

UNICO Memphis Chapter Foundation use only:

Certified to Completeness: _____

UNICO Memphis Chapter Foundation Secretary

II. Narrative – 5 pages maximum

A. Introduction and Background of Organization

- 1. Brief description of history and mission**
- 2. Describe your current programs and activities**
- 3. Who is your constituency. How they are actively involved in your work and how do they benefit from this program and/or your organization?**
- 4. Number of paid full-time staff; number of paid part-time staff; number of volunteers involved with this program.**

B. Funding Request – Please describe the program

- 1. If applying for general support, briefly describe how this grant would be used.**
- 2. If your request is for a specific program please include the following:**
 - Primary purpose**
 - What are the goals, objective and activities/strategies involved in this request?**
 - The population that you plan to serve and how they will benefit from this program.**
 - Strategies you will employ to implement your program.**
 - Who will be involved in carrying out the plans outlined in this request? Include a brief paragraph summarizing the qualifications of the key individuals.**

C. Evaluation – Describe your plan for evaluating the success of your program.

- 1. What questions will be addressed?**
- 2. Who will be involved in evaluating this work – staff, board, population, others?**
- 3. How will the evaluation results be used?**

III. Attachments

A. Financial Information

- 1. Most recent financial statement, audited if available.**
- 2. Operating expense budget.**
- 3. A list of foundation and corporate supporters with amounts received for your current and most recent fiscal year.**
- 4. Budget for this program.**

B. Other

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- 1. A copy of your most recent IRS letter indicating your agency's tax exempt status if your corporation is a 501c3.**
- 2. A list of your Board of Directors, with their affiliations.**