

UNICO Memphis Chapter Foundation, Inc.

8970 Davies Plantation Rd.

Bartlett, TN 38133-4228

GRANT APPLICATION FORM \$5,000 and UP

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.

UNICO Memphis Chapter Foundation, Inc.

8970 Davies Plantation Rd.
Bartlett, TN 38133-4228

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): \$ _____

UNICO Memphis Chapter Foundation, Inc.

*8970 Davies Plantation Rd.
Bartlett, TN 38133-4228*

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.**
- 5. Other organizations you work with that meet the same needs or provide similar services. How are you different?**

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.**
 - **Anticipated length of program.**

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.**

UNICO Memphis Chapter Foundation, Inc.

8970 Davies Plantation Rd.

Bartlett, TN 38133-4228

- 4. List of foundation, corporations, and others that you are soliciting for funding of this program.**
- 5. Budget for this program.**

B. Other

- 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.**