

# Grant Application

## GENERAL INFORMATION

Project title: \_\_\_\_\_

Organization: \_\_\_\_\_

Contact person: \_\_\_\_\_  
Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Website: \_\_\_\_\_

## INFORMATION ABOUT THE REQUEST

Date of application: \_\_\_\_\_ Amount Requested: \_\_\_\_\_

Geographic area to be served \_\_\_\_\_

Approximate number of people served \_\_\_\_\_ Time period covered \_\_\_\_\_

## ORGANIZATIONAL INFORMATION

Organization's EIN \_\_\_\_\_

Organization founded \_\_\_\_\_

#paid staff - full time \_\_\_\_\_ part time \_\_\_\_\_ # board members \_\_\_\_\_ # volunteers \_\_\_\_\_

## FINANCIAL INFORMATION

Total expenses budgeted for the project: \$ \_\_\_\_\_

Amount raised for the project so far: \$ \_\_\_\_\_

Total income of organization (most recent fiscal year): \$ \_\_\_\_\_

Total expenses of organization (most recent fiscal year): \$ \_\_\_\_\_

**PLEASE ATTACH:**

1. A proposal, (no more than 6 pages), that includes the following:
  - Your mission including how you utilize volunteers and an overview of the organization's programs
  - A description of your project, including:
    - Overview
    - How this project fits your mission and The Foundation's mission,
    - Grant goals (short-, intermediate-, long-term),
    - Implementation plan to achieve the goals,
    - Expected impact on the community (what will change as a result of the project?), and
    - How you will document and measure (evaluate) whatever change occurs.
  - Your partners in the community that are also working on the same project, and how you coordinate your respective efforts.
  - Briefly describe how TJAF will receive name recognition for this project.
  - Your plan for securing funding beyond the grant period.
2. List of your principal staff that will be working on the program/project and their qualifications.
3. List of current or other expected funding sources and amounts for this project.
4. Financial statements, including:
  - Your organization's current operating budget,
  - The project's budget,
  - Most recent income and expense statement, and
  - Most recent balance sheet.
5. List of board members and contact information.
6. A copy of your IRS 501(c)(3) determination letter.

**Mail or Email Complete Grant Application to:**

The Jandy Ammons Foundation  
PO Box 97487  
Raleigh, NC 27624-7487

[gina@thejandyammonsfoundation.org](mailto:gina@thejandyammonsfoundation.org)

Any questions, please contact:  
Gina Teague, Executive Director  
919-427-5610