



The Couch Family Foundation

GRANT APPLICATION PROCEDURES

To apply, submit one (1) set of the following items. Please do not staple materials or place them in a bound notebook.

1. Grant Application form completed, dated, and signed by the Chief Executive Officer or Chairman of the Board of the organization.
2. Proposal of not more than two pages which includes (in this order):
 - a. A short introductory paragraph with a concise statement of the purpose of the request and the amount requested;
 - b. A detailed project description covering the issue being addressed, what will be different and why it is important; the outcomes to be achieved; the plans for accomplishing the outcomes and project timetable; capacity of your organization to carryout the plans; if this is a collaborative effort, the role of each partner; how you will evaluate the success and effectiveness of the program;
 - c. A brief description of the history, mission, and activities of your organization.
3. Project Budget including both anticipated sources of income and projected expenditures.
4. Organization Operating Budget for the current fiscal year including income (sources and amounts) and expenditures.
5. Board of Directors list with affiliations or occupations.
6. Financial Statement audited if available, for the most recent complete fiscal year.
7. Copy of IRS 501(c)(3) Determination Letter.
8. Optional materials may be submitted but are not required.
9. Please note that funding priority is given to smaller 501(c)(3) organizations with annual budgets of \$1 million or less.



GRANT APPLICATION FORM

General Information

Name of Organization: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____
Fax: _____
Contact person for application: _____
Title: _____
Contact's phone: _____ Fax: _____
Date of 501(c)(3) determination: _____

Project

Title of project: _____
Amount of request: \$ _____ Total project cost: \$ _____
Summary description of project (the issue and its importance, objective, plan):

Describe collaborative efforts---formal or informal---you have established with organizations working on similar issues or providing similar services: (how do you coordinate with or complement one another?)
