

## **GRANT APPLICANTS SEEKING THEIR FIRST GRANT FROM PATRINA**

### **COVER SHEET ON LETTERHEAD (SEPARATE SHEET)**

Date

Name of organization (exact legal name)

Address

Executive Director and main contact for the Patrina Foundation

Telephone(s)

Email address(es)

Website

Amount Requested

Total Organization budget and dates covered

### **GRANT PROPOSAL**

**This should be only be 3–5 pages.**

#### **I. Executive Summary (Separate sheet)**

Please summarize the purpose of the request for funding. Briefly explain why your organization is requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if the grant is made. This should be on a separate page, included within the 3 – 5 pages.

#### **II. Narrative**

##### **A. Background**

- a. Brief description of mission and history (1 paragraph)
- b. Need your organization addresses and how it differs from others that are similar (1 paragraph)

##### **B. Funding Request**

- a. Describe why you seek funding
  - i. Primary purpose of organization/program and need addressed
  - ii. Population served
  - iii. Strategies employed
  - iv. Staff

##### **C. Budgets (separate sheet)**

Aligned side by side, organization's operating income and expense budgets for the current and most recent completed fiscal year.

##### **D. Evaluation**

What outcomes are you trying to achieve and how are they measured?

#### **Attachments**

- A. Most recent, fiscal year-end statements, audited if possible.
- B. List of board of directors and their affiliations
- C. 501(c)(3) letter from IRS
- D. No more than three examples of articles, newsletter, evaluations regarding your organization.