

**VIRGINIA H. FARAH FOUNDATION
GRANT APPLICATION FORM**

Instructions

The Board of Trustees of the Virginia H. Farah Foundation meets in the Fall of each year to consider grant applications. In order to be considered for a grant, the following materials must be submitted (one original and three copies):

- (1) This Grant Application Form, completed in all sections, including the required signature.
- (2) A proposal, no longer than five pages in length describing the proposed program as follows:
 - (a) Need for the program, and how that need was determined
 - (b) Objectives and purposes of the program
 - (c) How the program will achieve those objectives and purposes
 - (d) Brief description of your organization and its programs
 - (e) Qualifications of the staff of the program
 - (f) Location and estimated duration of the program
 - (g) How the program will be evaluated and the criteria for measuring success against the program objectives and purposes
- (3) A budget of one page, identifying the projected expenses and income of the program.
- (4) A copy of your latest Form 990 or 990EZ or 990-PF, if you file one.
- (5) A copy of your most recent annual report, including the audited financial statements, if such audits are made.
- (6) A list of the members of the governing board of your organization.
- (7) A copy of the IRS determination letter indicating your §501(c)(3) tax exempt status.

Optional materials may be submitted to supplement the Grant Application Form. If your answer to any question on the Grant Application Form requires more room than is available on the form, please attach a sheet of paper to the form as a continuation sheet. In addition, please identify on the continuation sheet the question being answered.

About the Applicant

All information on this page pertains to the organization that is applying for the grant and accepting fiscal responsibility for any funds received.

Name: _____

Contact Name: _____

Address: _____

Telephone: _____

E-Mail Address: _____

Website Address: _____

Fax Number: _____

Chief Administrative Officer: _____

Organization Summary:

In the space provided, give a short statement of the purpose, size and history of the applying organization.

Signature of Authorized Persons: (Please have both the Executive Director/CEO and Board Chairman of the organization sign below)

My signature certifies that the organization named above currently has tax-exempt status under §501(c)(3) of the Internal Revenue Code, and is classified as "not a private foundation" as defined under §509(a).

My signature is made as one who is authorized to do so on behalf of the applying organization.

Signed: _____

Signed: _____

Title: _____

Title: _____

Date: _____

Date: _____

About the Program

All information on this page pertains to the program for which funding is requested.

General Information:

Program Title: _____

Beginning and Ending Dates: _____

Program Director:

Name: _____

Title: _____

Address: _____

Telephone: _____

E-Mail Address: _____

Fax Number: _____

Total Budget for the Program: \$ _____

Amount Requested of the Foundation: \$ _____

Period of Time Covered by the Proposal: _____

Potential Funding:

What funds from other private or public sources have been received or are under consideration for this program?

Received

Under Consideration

Future Funding:

If the program is to continue beyond the grant period, what are the plans for funding the program upon expenditure of this grant?