

THE LEONETTE FOUNDATION GRANT APPLICATION FORMAT

- A. COVER LETTER:** One page tailored to address the interests and specific priorities of the funding source and amount requested.
- B. SUMMARY OF APPLICANT ORGANIZATION:** (use attached form - Note: form MUST be signed by two (2) authorized officers)
- C. NARRATIVE:** (preferred length not to exceed three pages)
Include the following information in any order:
1. Agency Information:
 - a) Mission statement, brief statement of organization's goals and/or objectives;
 - b) Brief Summary of organization's history;
 - c) Description of current programs, activities, and accomplishments
 2. Purpose of Grant. This section should include the following:
 - a) Brief statement of the issue to be addressed; description of constituency served (include number served); target population; how will they benefit?
 - b) Description of goals and objectives for the purpose of the grant;
 - c) Description of activities planned to accomplish these goals; is this a new or ongoing activity on the part of the sponsoring organization?
 - d) Timetable for implementation (if for specific program or capital project);
 - e) Other organizations, if any, participating in the activity;
 - f) Long term sources/strategies for funding at end of grant period.
 3. Evaluation. Please discuss:
 - a) Expected results during the funding period;
 - b) How you would define and measure success;
 - c) How will project's results be used and/or disseminated?
- D. ATTACHMENTS:** Please attach the following:
1. Board of Directors
 - a) Occupations and/or community affiliations;
 - b) Anti-discrimination statement adopted by board;
 2. List of names and qualifications of key staff;
 3. Most recent fiscal year-end financial statements (audited if available);
 4. Current agency budget;
 5. Annual report (if available);
 6. Program/project budget (if applicable);
 7. A copy of the original IRS determination letter indicating 501(c)(3) or 509(a) tax exempt status;
 8. List of major contributors (and amounts) to organization/program (if applicable);
 9. List of volunteer involvement and in-kind contributions

The Leonette Foundation
4747 Caughlin Parkway, Suite 2
Reno, Nevada 89519
Phone: (775) 828-1433
Fax: (775) 828-1435

SUMMARY OF APPLICANT ORGANIZATION

Organization Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Executive Director: _____

Contact – Name: _____ Title: _____

Phone: _____ Fax: _____

Purpose of Grant:

- General operating (support for organization as a whole)
- Special program/project (support for specific activity of the organization that is consistent with its mission)
- Capital expenditure (funds for purchase of, or additions/improvements to, building or equipment)
- Start-up costs
- Endowment
- Technical assistance
- Other

Brief description of request: _____

Organization budget: _____ Fiscal year: _____

Program budget: _____ Fiscal year: _____

Fiscal year ends: _____ Amount of Request: _____

Percent of Operating Expenses allocated to:

Program Activity: _____

or Project: _____

or Capital Equipment: _____

Number of Individuals Within Program Priorities of Foundation (i.e. senior citizens/children) Effected by Grant: _____

How did you learn of the existence of this Foundation?

Describe any relationship with Foundation Board Members, Officers or Staff:

What publicity or public recognition would Foundation receive if grant funded?

PROGRAM/PROJECT BUDGET

Program name: _____
(Not applicable for general operating expenses)

Itemize expenses:

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Cost (A) \$ _____

Funds available for program:	\$ _____
Gifts and grants (pledged or paid)	\$ _____
Trustees	\$ _____
Corporations	\$ _____
Foundations	\$ _____
Individuals	\$ _____
Government	\$ _____
Other (earned income, special events membership, subscriptions, etc.)	\$ _____

Total funds available (B)	\$ _____
Balance required (A minus B)	\$ _____
Amount requested	\$ _____

Signature, President, Board of Directors

Date

(Please print name)

Signature, Executive Director (or other
authorized officer other than the person
who signed above)

Date

(Please print name)