

THE WILLIAM B. O'ROURKE FOUNDATION

GRANT APPLICATION REQUIREMENTS

The following information and documentation must be provided. Respond to each inquiry in the order listed and title each section. Six (6) complete sets of the Grant Application package must be submitted. Applicant may be requested to provide additional materials. A complete Grant Application package must be submitted by Applicant even if Applicant has been previously funded.

NARRATIVE (Maximum of five pages)

1. **Background.** Briefly describe the Applicant, including:
 - a. History and mission;
 - b. Current programs, activities and accomplishments, with highlights of the past year.
2. **Funding Request.** Please include or describe:
 - a. Current need for funding;
 - b. Program objectives that would be addressed by funding;
 - c. Constituency served/involved;
 - d. Events and activities planned, with timetable for implementation;
 - e. Identify key staff/volunteers involved and their roles (indicate any new staff/volunteers required);
 - f. Interaction with other organizations, if any.
3. **Evaluation.** Please discuss:
 - a. How you will define and measure the success of the program being funded;
 - b. How you will evaluate the effectiveness of your activities at the end of the funding period.

ATTACHMENTS

1. **IRS Determination Letter.** A copy of the most recent IRS letter regarding your agency's tax-exempt status, if applicable.
2. **Board of Directors.** A list of the members of your board of directors, if applicable, including addresses and occupations. If directors represent particular constituencies or interest groups, please describe.
3. **Finances.**
 - a. Current annual operating budget (project budget if project funding is requested);
 - b. Funding sources for the organization, including:
 - Three largest contributors in the last year, with amounts
 - Funding received or pending for this project
 - Anticipated future funding sources (if different from above)

- Most recent annual financial statement (audited, if available)
 - Copy of most recently filed Form 990
4. **Personnel.** Please attach resumes of top staff and volunteers.
 5. **Agreement To Grant Conditions.** A **signed** Agreement To Grant Conditions must be included.
 6. **Other Support Material.** Examples of current relevant newspaper/magazine articles or reviews about your organization, if available.