Application Form

**\*** = Required before final submission

**Organization Information**

\*Organization Name:

\*Tax ID (EIN):       \*Tax Status:

\*Address:

\*City:       \*State:       \*Zip code:

\*Phone:       Fax:

\*Annual Budget:       Web Address:

Organization Mission Statement

Board Members - Active:       Inactive:       Total:

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**Contact Information**

Organization Contact (Chief Executive Officer)

\*First Name:       \*Last Name:

\*Title:

\*Phone:       Ext:       \*E-mail:

Application Contact (if other than CEO)

\*First Name:       \*Last Name:

\*Title:

\*Phone:       Ext:       \*E-mail:

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**Request Information**

\*Total Amount Requested:       \*Total Budget for Project:

\*Project Start Date:       \*Project End Date:

\*Project Title:

\*Description of Project:

\*Background and origin of the project, noting relevant previous experience and why is your organization qualified to undertake this work?

\*Address how the project meets the purpose of the Foundation

\*Identify the population to be served and if appropriate, how participants will be selected

\*Has this proposal been or is it being considered by other funding sources?

\*Evaluation: How will success of the project be measured (over what time period and by what means)?

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**Attachments**

1. \*Copy of Internal Revenue Service notice stating that the organization is tax-exempt or a copy of the organization’s parent agent’s 501(c)(3) letters.
2. \*Supporting materials, such as reports, brochures and news articles.
3. \*Organization’s Annual Budget. Summarize the last 2 year’s balance sheets and income statements to show sources of income, expenses, reserves and savings.
4. \*Collaborators: List organizations and personnel who will be collaborating on this project and outline their financial and in-kind contributions to this project.
5. \*List of qualified local individuals who endorse the project (Names and Addresses).

**Signatures**

\*Applicant Signature:

\*Chief Executive Officer Signature:

(if different from above)

\*Date Submitted:

**Submitting this Application**

Applications must be received at the Foundation office no later than November 30th.

Mail your application to:

Don E. VanEtten

Robinson-Broadhurst Foundation, Inc.

101 Main Street, P.O. Box 160

Stamford, NY 12167-0160