

Stephen & May Cavin Leeman Foundation, Inc.

215 West 92nd Street, 13A

New York, NY 10025

212-873-5555

INITIAL GRANT APPLICATION FORM

General Instructions

1. Please refer to the **Guidelines for Applicants**, contained in the Foundation's most recent Annual Report, available on line at www.leemanfoundation.org.
2. Please do *not* apply for a grant until after you have submitted a preliminary letter of interest (not more than two pages), and have received a favorable response.
3. Please submit your application in hard copy, *two* copies of the proposal itself, typed and single-spaced, and *one* copy of each attachment.
4. Please answer all of the questions in the order listed, using the headings provided.
5. If any question does not apply to you, you may omit it, with an explanation of why it does not apply.
6. Please do not send videotapes or DVDs, and do not include any materials with your application other than those specifically requested.

Cover Sheet

Date of application: _____ Exact legal name of organization to which grant would be paid:

Purpose of grant (one sentence): _____

Address of organization: _____

Telephone no.: _____ Fax: _____ E-mail: _____

Executive director: _____

Contact person and title (if not executive director): _____

Is your organization an IRS(c)(3) not-for-profit agency? (yes or no): _____

If no, please explain: _____

Grant request: \$ _____ Check one: General Support _____ ; Project Support _____

Total organizational budget for current year: \$ _____

Dates covered by organizational budget (month/day/year): _____

Total project budget (if requesting project support): \$ _____

Dates covered by project budget (month/day/year): _____

Project name (if applicable): _____

I. PROPOSAL SUMMARY (one-half page maximum):

Please summarize in a short paragraph the purpose of your agency. Briefly explain why you are requesting this grant, what outcomes you hope to achieve, and how you would spend the money.

II. NARRATIVE (five pages maximum):

A. Background—Please describe the work of your agency, addressing each of the following:

1. A brief description of its history and mission;
2. The need or problem that your organization works to address, and the population that your agency serves, including geographic location, socio-economic status, race, ethnicity, gender, sexual orientation, age, physical disability, and language;
3. Current programs and recent accomplishments;
4. Number of paid full-time staff; number of paid part-time staff; number of volunteers;
5. Your organization's relationships, both formal and informal, with other organizations working to meet the same needs or providing similar services. Please explain how you differ from these other agencies.
6. Your organization's relationships, both formal and informal, with organizations with which you collaborate.

B. Funding Request—Please describe the program for which you are seeking funding.

1. If you are applying for *general operating support*, please briefly describe how this grant would be used.
2. If your request is for a *specific project*, please explain the project, including:
 - a. The project's primary purpose, the need or problem that you are seeking to address, and the way the project evolved as a response to that need or problem;
 - b. The population that you plan to serve, and how this population will benefit;
 - c. The strategies and activities that you will employ in this project;
 - d. The proposed staffing pattern for the project, and the names and titles of the persons who will direct the project;
 - e. The anticipated duration of the project, and, if this is a new project, a project timetable;
 - f. How the project contributes to your agency's overall mission.

C. Quality Improvement—Please describe how you support the ongoing development of your staff, and any other ways in which you strive to improve the quality of your work. Please indicate what incentives you provide for staff members to complete certain types of training.

D. Outcome Studies and Evaluation—Please explain how you will measure the effectiveness of your activities. Describe your criteria for a successful program, and the results that you

expect to have achieved by the end of the funding period. If possible, please list specific goals. Please specify any planned follow-up of the persons whom you will serve.

E. Additional Information (Optional)—Please include any other information that you would like us to have when we decide how to respond to your application.

III. ATTACHMENTS

A. Financial Information:

1. Your most recent **financial statement**, audited if available. This statement should reflect *actual* receipts and expenditures during your most recent fiscal year;
2. Your most recent **IRS Form 990**;
3. Aligned side by side in three columns on the same page, your **operating expense budgets** for your current and most recent fiscal years, and your **actual expenses** for the most recent fiscal year;
4. Aligned side by side on the same page, a list of **foundation and corporate supporters** and all other sources of income, with amounts, for your current and most recent fiscal years;
5. A list of the foundation, corporations, and other sources that you are **soliciting for funding** and, to the best of your knowledge, the status of your proposal with each.

If **project funding** is requested:

6. A **current expense budget** for the project. List each staff line separately and include % of time spent on the project. Unless this is a new project, use a 3-column comparative format, as in III.A.3., above.
7. A list of all **sources of income** for the project, actual and prospective, with amounts.

B. Other Supporting Materials:

1. A copy of your most recent IRS letter indicating your agency's tax-exempt status or, if not available, an explanation.
2. Your most recent annual report, if you issue one.
3. Your current strategic plan, if you have one. (If you do not have one, please say so, and describe whatever planning process you use instead.)
4. (Optional) One or more case vignettes that will illustrate the work that you do.
5. A list of your Board of Directors, with their affiliations and telephone numbers, and a list of Committees of the Board, with their membership.
6. A statement, for your most recent fiscal year, of the number of meetings of the Board and of each Board Committee, and the % attendance at Board and at Committee meetings.
7. A statement, for your most recent fiscal year, of the number of members of your Board who made donations to your agency, and the total amount of those donations. (You need not give the names of individual donors, nor the dollar amounts of individual donations.)
8. One-paragraph resumes of key staff members, including qualifications relevant to the specific request; an organization chart of the agency, and the c.v. of the Executive Director.
9. A recent descriptive brochure about your organization, and up to three examples of recent articles about, or evaluations of, your organization, if available.

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