

6. **Describe what post-program communications you will provide to the Foundation regarding how your program went.**

7. **Other information you wish considered.**

Signature: _____
Name: _____
Title: _____

Date: _____

Your signature and Application indicate your agreement to comply with the Terms and Conditions included on the Foundation's web-site. Please download, sign and return the Terms and Conditions with your Application.

Instructions

The following Instructions are to assist you in completing the Application and represent questions typically asked by Foundation Board Members during the review of an Application. **Use of the Application form is not required** and you may submit the requested information in a letter or in another format.

1. Describe your organization – how long it has been in existence, its history and mission, who the members are (generically, e.g., residents of the such-and-such community) and what other community groups (if any) do you customarily partner with.
2. Describe generally the program for which you are seeking a Grant and the amount of the Grant you are seeking. How many people do you anticipate will participate? Do you have prior experience in running a program such as this and if so what experience?
3. Describe in some detail the educational component of your program and for which you are seeking a Grant and how the Grant funds will be used to support that component. **Remember, Foundation Grants are for specific educational programs geared to the Foundation's mission.** Your description should identify who the target audience is for your educational component (e.g., community kids, the greater community, etc.). How many children (ages 5-18) do you expect to participate in the educational component of your program?
4. Describe what outreach efforts you have made or will make to get the word out to your “community” – how will you let them know about your program and about the Foundation's support for it. For example, will you be issuing press releases and will the releases mention the names of program sponsors? Will you be arranging for radio air time to promote your program? The Foundation is not just interested in having the community know about the Foundation's support – we also want to be sure that you are reaching out to the broadest possible (but appropriate) audience. As part of addressing this item please describe any “supporter” recognition levels you will utilize in seeking support for your program. The Foundation appreciates recognition as a sponsor.
5. How will you measure the success and/or failure of your program? Don't be shy – this is something everyone should ask themselves in designing a program. It helps keeps the end-goal in sight.
6. Describe what post-program communications you will provide to the Foundation regarding how your program went. The Foundation desires to receive a short written (e-mail is fine) report from your organization describing your program generally and, in particular, how the educational component went off (including number and general ages of participants). It would be helpful if this report included a short list of what worked well and what maybe did not work so great. Pictures would also be appreciated.
7. Please provide whatever other information you feel will be helpful in considering your Application.

The Foundation will assign a liaison to stay in touch with you regarding your proposed program and who may attend the program.