

**GRANT PROPOSAL**

INSTRUCTIONS - (tYPE OR PRINT IN BLOCK LETTERS)

Please respond to all questions and mail completed application and attachments to **Red River Valley Foundation, P.O. Box 452, Red River, NM 87558.**

We realize that not all questions apply to every applicant. Therefore:

 If a question does not apply to you, write N/A (not applicable).

 If you do not have the information to answer a question, write “Do Not Have.”

 Date of Application:

 Name of Organization:

 Name of Project:

 Amount Requested:

**Main Contact Information**

 Name:

 Title:

 Address:

 City State Zip:

 Phone:

 Email:

**Organization Information**

**(***If same as the Main Contact, write “same”*)

 Legal Name (if different from above:

 Street Address, City, State, Zip:

 Phone:

 Email:

 Web site:

 Year founded:

 Mission statement: (*limit 100 words - please attach*)

 Brief history of Organization: (*limit 100 words - please attach*)

 Please check any of the following that apply:

 Grassroots (not incorporated) Incorporated Nonprofit

 If incorporated, what state? Date of incorporation:

 501(c)(3) tax exempt Some other 501(c)(?)

 Does organization have an Employer Identification Number (EIN)?: Yes No

 If yes, provide it here:

**Project Information**

 Name of Project:

 Physical Location of Project:

 Brief History of Project: (*limit 100 words - please attach*)

 Issues/problems project will address: (*limit 100 words - please attach*)

 Who will benefit and what project will achieve? (*limit 150 words - please attach*)

 Anticipated Beginning Date:\_\_\_\_\_\_\_\_\_\_\_\_ Ending Date:

**Personnel**

Please give names, titles and one sentence of qualification for the people who will be implementing the project.

 Name:

 Title:

 Qualification:

 Name:

 Title:

 Qualification:

 Name:

 Title:

 Qualification:

**Signatures**

Please type name, title of CEO, President, or Executive Director

 Name:

 Title:

Attachments

Please include any of the following that apply to your organization:

Board of Directors: Name, title, one sentence about her/his role in the community)

 Organization year-end financial statement (revenue/expense) statement

 Most current balance sheet

 Project budget

 List sources of revenue and amounts for the project: These may include donations, foundation grants, government grants, fees for services, sales, other.

 List project expenses: Allowable expense line items include: salaries, contracted personnel, travel, fundraising, equipment, supplies, telecommunications, public relations, rent, utilities, insurance, staff training, board training.

 Not allowable line items: mortgages, debts, interest, law suits, judgements, capital improvements (buildings/renovations).

**Thank you for applying for a grant from Red River Valley Foundation. We will acknowledge receipt of your proposal by email to main contact person.**