

**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.**