

THE 1994 CHARLES B. DEGENSTEIN FOUNDATION

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Brianna Apfelbaum Kula, Trustee
Benjamin Apfelbaum, Trustee
BNY Mellon, N.A., Corporate Trustee

GRANT REQUEST APPLICATION

Instructions:

Please complete this Grant Request Application and provide all information and attachments requested. A cover letter should accompany the application to further explain the community need that the project will address, the initiatives and strategies to be used to address such needs, and how the funding requested would be used to fulfill the goals and objectives of the proposed project to achieve successful outcomes.

It is preferred that the Grant Request Application and requested materials be submitted via email to office@1994degensteinfoundation.org. If needed, one copy of the completed packet may be mailed to the address above. If mailed, please **do not** submit the application with binding of any type (staples, etc.), or any notebooks, folders, or sheet protectors. No two-sided copies.

Please contact us regarding any questions about completing the application materials or our grant award reporting policies.

Failure to fill out the Grant Request Application and/or include all of the requested attachments may result in its rejection or cause a delay in the grant evaluation process.

I. Organization Name: _____

Use the legal name as it appears on the 501(c)(3) IRS Determination Letter. **A copy of the IRS 501(c)(3) Determination Letter must be attached to this application.**

If applicable, D/B/A: _____

Tax ID #: _____

II. Organization's Contact Information:

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Website: _____

IRS NTEE Code(s) (found on your guidestar.com profile): _____

Primary Contact: _____ **Title:** _____

Provide the contact information for the person(s) who should receive all communications regarding this grant request application.

Phone: _____ Email: _____

III. Organizational Information:

1. Organization's Mission: _____

2. Include the following attachments with the Grant Request Application:

- i. A list of directors, officers, and key staff members of the organization, including their affiliations and responsibilities to the organization.
- ii. A brief narrative of the history of the organization.
- iii. A brief narrative highlighting the current programs and projects focused on by the organization.

3. Is your organization registered or actively engaged with any of the following community resources? (check all that apply)

_____ PA 211 _____ Engaged Bucknell (GivePulse)
_____ Neighborly _____ Charity Navigator
_____ Regional or National Organization Affiliation (please describe: _____

Others: _____

IV. Organization's Financials:

1. Annual Operating Budget for Current Fiscal Year:

Income: \$ _____ Expenses: \$ _____
Fiscal Year End: _____

2. Most recent Independent Audit:

Auditor: _____ Date: _____
Provide a copy of the organization's most recent (audited) financial statements.

3. Business plan and/or strategic plan.

Provide a copy of the organization's most current business plan and/or strategic plan.

V. Project Profile:

1. Project Name (this project name will be used in Foundation materials and marketing): _____

2. Purpose of Project: _____

3. Project Description – Please attach a brief description of the project’s objectives, specific activities, timeline, and how the project will respond to the community need identified. Is this a new or continuing project?

4. Project Start Date: _____ Project End Date: _____

5. Geographic Footprint and Demographics – Where will the project be implemented? What communities and/or demographics do you intend to serve?: _____

6. Total Project Budget: \$ _____

Provide a line-item Project Budget for the funding requested with the grant request application materials. The Project Budget should reflect the financial contributions of other funders and potential funders, with amounts committed or requested, and include public funds, individual contributions, and other sources of income supporting the project. Additionally, the Project Budget should itemize the expenses for which the funding requested would be used.

7. Total funding requested for this Project from the Foundation: \$ _____

8. Priorities – Please explain how the project would be completed if the full amount requested cannot be awarded by the Foundation. Provide a prioritized list of the project’s components for which funding is requested. _____

9. List all funding received by The 1994 Charles B. Degenstein Foundation within the last three (3) years. Provide the date of the most recent interim report or grant final report submitted for each grant award. If a report is outstanding, please attach an explanation for why. ***Note, outstanding grant reports may delay the processing of current grant requests.***

10. Please set forth all committed or potential project funding from other sources (include both private and public sources).

11. Provide information on any collaborative partnerships relating to the project for which funding is requested. Attach any letters of support you may have received for the project.

12. Foundation Award Recognition – If funding is awarded, how would the Foundation’s support be recognized? How would you leverage the Foundation’s involvement to garner additional philanthropic support and community awareness of your project? *Note, all press releases recognizing a grant award, logo usage, etc. should be reviewed first with the Foundation Trustees.* _____

13. Evaluation Plan – What outcomes and results are anticipated? How will they be measured?

14. Sustainability – Provide a brief summary of strategic plans for financing the project following completion of the grant period.

VI. Application Certification:

I certify, to the best of my knowledge, that all of the information in this Grant Request Application is true and correct. The tax-exempt status of this Organization is still in effect and the Grant Request Application has been duly authorized by the governing body of the Organization. If a grant is awarded, the Organization agrees to submit interim and final grant award reports to The 1994 Charles B. Degenstein Foundation. The Organization will comply with all applicable laws, regulations, terms, and conditions in effect at the time of a grant award.

Authorized Signature

Date: _____

Title: _____

Grant Request Application Checklist

Please make sure to include the following with your Grant Request Application materials:

Failure to include the requested information with your Grant Request Application may result in its rejection or cause a delay in the grant evaluation process.

- Cover Letter
- A copy of the IRS 501(c)(3) Determination Letter (Note, a current copy must be submitted with each application)
- Organization Information
 - A list of directors, officers, and key staff members of the organization, including their affiliations and responsibilities to the organization
 - A brief narrative of the history of the organization
 - A brief narrative highlighting the current programs and projects focused on by the organization
- A copy of the organization's most recent (audited) financial statements
- A copy of the organization's business plan and/or strategic plan
- A copy of the current project budget (see application for specific details requested)
- Any outstanding grant final reports or status reports for previous grant awards from the Foundation
- Any letters of support received for the project
- Any additional information that you think would be helpful to learning more about your project and funding needs