

CHARLA RICHARDS-KREITZBERG CHARITABLE FOUNDATION
GRANT APPLICATION

AMOUNT REQUESTED \$ _____

Applicants must follow this format. Applications must be printed or typed in no smaller than 12 point type and have 1” margins. Applications may be no longer than two pages excluding this first page.

Organization _____

Date Founded: _____

Address _____

City, State, Zip _____

State in one sentence the purpose of this project. (This must be stated in terms of outcomes, not activities, i.e. “reduce teen pregnancies,” not “provide birth control education to teens.”)

I certify that the application and accompanying material is correct and that I am authorized by the governing board of this organization to submit this grant application to the Charla Richards-Kreitzberg Charitable Foundation.

Signature of Chief Executive Officer:

Title: _____ Date: _____

Provide the following information using no more than two pages with 1” margins and no less than 12 point type. Each item should be a separately numbered paragraph with a heading. Please be reminded that brevity and clarity enhance your application:

1. Describe your organization including its history and structure (no more than a quarter page).
2. Explain how this project fits within your organization’s overall purpose.
3. Explain how this project fits within the mission of the Charla Richards-Kreitzberg Charitable Foundation.
4. List the major activities to be conducted with time lines.
5. Describe the geographical area to be served.
6. Describe the target group and number of people to be served.
7. List the benefits and outcomes anticipated. (These should be quantifiable.)
8. Explain how you will evaluate the success of your project.

Page Two: Provide budget information using this format:

Revenues	Amounts
Charla Richards-Kreitzberg Charitable Foundation Funds	
Other Sources (list)	
Total	
Expenditures	
Salaries and other personal expenses (list positions)	
Supplies	
Equipment (describe)	
Other (describe)	
Total	

SUPPORTING MATERIAL

1. One copy of the IRS letter granting 501©(3) tax-exempt status. (If exempt under another organization, send evidence from IRS of that exemption and the relationship between the exempt organization and the applicant organization).
2. One copy of your most recent form 990 or most recent audited financial statements.
3. One copy of any other material that would aid in an understanding of your organization or project.

Material will not be returned.

Send one copy of the application and one copy of supporting material to
CHARLA RICHARDS-KREITZBERG CHARITABLE FOUNDATION
P.O. Box 2127, Salem OR 97308

AND send one copy of the application and supporting material via email to information@crkfoundation.org