

## Common Grant Cover Sheet

**Legal Name of Organization:**

**Mailing Address, City, State, and Zip:**

**Phone:**

**Fax:**

**Website:**

**CEO or Executive  
Director:**

**Phone:**

**Email:**

**Application Contact & Title (if *not* the CEO or Executive Director):**

**Phone:**

### Organization Information

**Mission Statement:**

**Fiscal Year:**

**Organizational  
Operating**

**Year of Most Recently  
Completed Audit:**

**Year of Most  
Recent 990:**

**Geographic  
Area Served:**

**Tax Exemption Status:**

- 501(c)(3) EIN:
- Public/Government entity
- Other - describe:

**Grant Request Information**

**This request for funding is to the**

**Type of grant request:**

- Program/Project funding
- Organizational Development
- General operating support
- Other - describe:

**Program/Project Name:**

**Amount Requested:**

**Area of Focus:**

**Geographic Area Served:**

**Application Checklist:**

- Original copy of application (paper clipped)
- One copy of attachment A, B, & C per agency (paperclipped)
- 30 copies of application, without attachments (stapled in upper left corner)
- Application is signed by the Executive Director and Board chair

**Certification**

The requested amount contained herein was considered and approved for submission by our Board of Directors.

We have a copy of the application instructions and have read through them.

The application is complete. Our organization's director and key volunteer are prepared to describe this program proposal in person or in writing.

\_\_\_\_\_  
Executive Director Name (Print)

\_\_\_\_\_  
Board Chair (Print)

\_\_\_\_\_  
Executive Director Signature

\_\_\_\_\_  
Board Chair Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

