

**TOWNSEND FOUNDATION GRANT APPLICATION**  
**(THIS IS THE REQUIRED FORMAT)**

Revised May, 2018

The Townsend Foundation reviews applications for grants on a quarterly basis. Please allow adequate time before your project's target date for proper consideration.

A. Information about the 501(c)3 organization applying for the grant:

1. Name of Organization, Organization address, and phone number
2. Name of contact person who is the grant request cosigner, including their phone number and email address
3. Name and title of person who is in a position of authority in the organization, and who will cosign with contact person
4. A current copy of the organization's 501(c)3, which is required to be included with request or on file with the Townsend Foundation for consideration of all grant requests.
5. The organization's mission statement and/or general purpose of its work

B. The project or activity for which you are requesting a grant:

1. Briefly explain what you expect to accomplish through this project or activity.
2. Give the dollar amount of funds you are requesting.
3. Please specify details about how the funds will be used in this project or activity.
4. Names of other organizations, if any, that financially support your work
5. Date or timeline of the project or activity
6. Location of the project or activity
7. Other persons/groups who will be involved in the project or activity

C. Conclusion and Grant Accountability information:

If your application is approved, an evaluative statement is required to be sent or emailed. This should include evidence of a successful conclusion to the event. If appropriate, submit photos of your completed project or activity.

The signatures of the two individuals must accompany your letter of application. You may optionally attach other printed information about your organization or the specific project or activity which would supplement your statements.

Upon completion of this application, send to the following address:      The Townsend Foundation  
P.O. Box 86  
Menomonee Falls, WI 53052

Your questions are welcomed.

Please email us at: [townsendfoundation2000@gmail.com](mailto:townsendfoundation2000@gmail.com) or phone (262) 628-2994.

Your application signifies a potential financial relationship with the Townsend Foundation. If a grant is awarded, the Foundation may use your name, project title and submitted photos in its publications for promotional purposes. Your application, therefore, is an agreement for such use.

Thank you for your interest!  
The Townsend Foundation