

## **GRANT APPLICATION**

(required format)

Applications must be created on standard size white paper, type-written or word-processed in single or double space. You must use the following outline as given below to identify various parts of your application. The preference is to keep the application brief. Email and other electronic forms are not acceptable.

### **A. Information about the Applicant**

1. Your name
2. Your home street address
3. Your city, state and zip code
4. Your home telephone number
5. Your email address

### **B. Information about the organization which you represent**

The Townsend Foundation will not distribute funds directly to any individual, **since only non-profit organizations with a 501(c)3** status are eligible to receive grant awards.

1. Organization street address
2. Organization city, state, zip code
3. Organization telephone number
4. Name of the person who will be responsible for your project  
This person must be in a position of authority in the organization.
5. An updated copy of your organization's 501(c)3, which is required to be on file for consideration for all grant requests.

### **C. Basic facts about your project or activity**

1. What you expect to accomplish through this project or activity. Limit this to one or two sentences.
2. The dollar amount of funds you are requesting
3. Specify details about how the funds will be used in this project or activity
4. Names of other organizations that financially support your project.
5. The time or time-line of your project or activity
6. Where the project or activity will take place

### **D. Narrative about your project or activity**

1. The general purpose of your work
2. A brief description of what you expect to accomplish
3. Other persons who will be involved in this work

**E. The conclusion of this project or activity**

1. How you will know if you have achieved your purpose
  2. Evaluation by others
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**Grant Accountability Information**

If your application is approved, an evaluative statement about your project is required. Therefore, this part should not be answered now but will occur at the conclusion of your project or activity. The elements of accountability will include the following:

1. Your own statement of the success of your project or activity
  2. Evidence of a successful conclusion to this work
  3. Submit photo samples of your completed project, if possible
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*Two signatures* should accompany your letter of application – yours and the person you named in B.5. above. You may optionally attach other printed information about this project or activity which would clarify your statements.

Upon completion of this application, send to the following address:

The Townsend Foundation  
P.O. Box 86  
Menomonee Falls, WI 53052

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

Your questions or need for clarification are welcomed, please email at [townsendfoundation@yahoo.com](mailto:townsendfoundation@yahoo.com) or phone (262) 628-2994.

Thank you for your interest.

*The Townsend Foundation*

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.