

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 submit funds to you personally but will channel them through another not-for-profit organization. Such organization or institution must have 501(c)(3) status. Examples: Charities, schools, churches, etc.

1. Organization name
2. Organization street address
3. Organization city, state, zip code
4. Organization telephone number
5. Name of the person who will be responsible for your project
This person must be in a position of authority in the organization.
6. 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 supporting organizations you have received funds for this 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

End of Application Outline

Grant Accountability Information

If your application is approved, an evaluative statement about your project is requested. Therefore, this part should not be answered now but will occur at the conclusion of your project or activity. If you do not submit the evaluative information Requested below at the conclusion of your project, a reminder document will be sent to you. 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, 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

Periodic deadlines for submitting applications are: March 31, June 30, September 30, and December 31. Foundation review of applications is done following these dates. Generally, you should have a response from the Townsend Foundation within 30 days following the deadlines.

Your questions or need for clarification are welcomed, please email at 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 and project title in its publications for promotional purposes. Your application therefore, is an agreement for such use.