



Today's date: ____ / ____ / ____

Please answer all questions on this page.

1. _____
Legal name of organization Telephone Fax

2. _____
Address of organization

3. _____
Executive Director/ President Name Title Email

4. _____
Contact person for this application Telephone Email

5. Principal purposes and services of your organization: _____

6. Geographic area served: _____

7. Number of persons served annually: _____

8. Total number of employees: _____ full-time: _____, part-time: _____, volunteers: _____

9. Specific purpose for which funds are requested. _____

Is this a new program? Yes No

10. Amount requested: \$ _____; Period of time in which funds will be spent: from _____ to _____

11. Organization's total budget: \$ _____; Project's budget (if applicable) \$ _____

Fiscal year: ____ / ____ / _____ to ____ / ____ / _____

12. Letter from IRS stating 501(c) (3) tax status or government instrumentality:

Yes (please attach copy) No

13. _____
Signature of Contact Person Signature of Executive Director or President



NARRATIVE: Please limit to five pages

Organization Information (*no more than two pages*)

Brief summary of organization's history, mission and goals

- Description of current programs and accomplishments
- Population the organization benefits: socio-economic status; language; age; physical abilities and/or other descriptions, as appropriate; and how your organization involves them in its planning process.

Briefly answer the following:

Purpose of this grant

- Statement of community needs/issues to be addressed; description of target population to benefit.
- Description of project goals for which funds are being requested.
- Project description, including objectives, activities, timeframe, number served and frequency.
- Description of how the people expected to benefit from the project have been or will be involved in its development and implementation.
- Description of how you plan to evaluate the success of the project, including outcomes, results, and sustainability
- Publicity Plan. Please include how your organization will recognize the FSP Foundation i.e. press releases, newsletters, website, etc.

Budget/ Financial Information

- Budget for this grant request showing income and expenses
- Total of program budget
- Listing of other sources you have applied for (foundations, corporations, others) and at what amount of funding for this request/project

Other supporting materials

- Board membership list with names
- Copy of IRS 501 (c) (3) determination letter or Government instrumentality letter.
- If fiduciary agency is a town or city the Mayor or First Select person needs to submit a letter with their signature.

For Questions or Inquiries please contact

PFP Services
PO BOX 1500, Orange, CT 06477
800-990-7890 | info@fspfoundation.org