

## Chisholm House Endowment Fund Application and Guidelines

I. Cover letter signed by an officer (President, Dean, Executive Director). **One Page**

II. **Organizational Information. Not to exceed two pages**

Include the following:

- A. Organization's Name. If this is a collaborative application, list the fiscal agent.
- B. Address
- C. Telephone Number
- D. Fax Number
- E. Email Address
- F. Contact person and title if other than the officer signing letter.
- G. Proposal Abstract: An abstract of the project to include title and description.

**Not to exceed 1 page**

H. Budget Summary for this proposal

- 1. Applicant's Contribution \$ \_\_\_\_\_
- 2. Amount of this Request \$ \_\_\_\_\_
- 3. Amount of Other Pending Requests \$ \_\_\_\_\_
- 4. Amount of Other Confirmed Requests \$ \_\_\_\_\_
- 5. Total Proposal Income (1+2+3+4=5) \$ \_\_\_\_\_
- 6. Total Proposal Expense \$ \_\_\_\_\_
- 7. Balance \$ \_\_\_\_\_

I. Income and Expense Summaries for Organization

	Actual for Last Fiscal Year	Budge for Current Fiscal Year	Budget for Next Fiscal Year
	Ending: _____ Yr _____	Ending: _____ Yr _____	Ending: _____ Yr _____
<i>Income</i>	\$ _____	\$ _____	\$ _____
<i>Expense</i>	\$ _____	\$ _____	\$ _____
<i>Net</i>	\$ _____	\$ _____	\$ _____
<i>Net Assets</i>	\$ _____	\$ _____	\$ _____

III. **Proposal Narrative: 3 pages maximum.**

- A. Background of the Organization
  - 1. A brief description of your organization's history and mission, including its service to our men and women in uniform.
  - 2. The needs, problems or opportunities your organization addresses.

3. Current programs, especially those geared toward former and current military, including their accomplishments and lessons learned.
4. Military population the organization serves, including numbers and geographical locations. The fund has a preference for current enlisted personnel and their families, and wounded warriors.
5. Number and composition of full and part-time staff and volunteers.
6. How does your organization differ from those agencies and what gaps does your organization fill?

B. Funding Request

1. State the amount you are requesting.
2. Describe the purpose of your request, i.e., operating expense, program, capital campaign, etc.
3. The population served by this program.
4. The qualifications of staff directing the program.

C. Financial Plan

1. The project budget, if project rather than operating funding is being requested. Include the amount requested, sources and amounts of other income and their status (confirmed, pending or not yet applied for). Be specific and identify in-kind support.
2. Current organizational budget and any endowment funds organization may hold.
3. State when funding is needed.
4. If you show a negative balance on either or both of the above budgets, explain.
5. State your sustainability plan for securing funding after the grant period has ended and into the future.

D. Evaluation

What is your evaluation plan? Be specific.

IV. Please attach most recent IRS 501(c)(3) Determination Letter.