**GRANT APPLICATION**

1. Please read the [**Grant Guidelines**](http://summitforever.org/guidelines/) before completing this application.
2. Proposals due by April 1 or October 1 for consideration for June or December grant cycles, respectively.
3. Fillable fields, shown in gray, will expand to accept entries.
4. To submit a complete application, email this form and required supplementary information **in PDF format** to grants@summitforever.org. Limit PDF file size to 3MB. For tips on reducing file size, refer to the [**Grant Guidelines**](http://summitforever.org/guidelines/).
5. Applications are confirmed when received. If you do not receive acknowledgement within a week of filing an application, please contact grants@summitforever.org.

**Organization**

Legal name

Address

City        StateNJ ZIP       Federal tax ID#

Website.

In 100 words or less, describe your organization’s overall purpose and relevance to the community.

**Program**

In 50 words or less, describe the program for which you are seeking support.

Total amount of the grant you are seeking: $

Provide a more detailed description of program for which you are seeking support. Please be as concise as possible; a few paragraphs are usually sufficient to convey a complete and useful description.

This description should include information on:

* the project and how it will operate
* the projected outcome or results of the program and how the outcome will be evaluated

**Population served**

Total number of people expected to be served by the program:

Expected geographical breakdown of those people, by their expected town of residence:

**Budget & other information, including Budget for Project for Which You Seek Funding**

How will you support this program in future years?

What is the proposed time frame for this program?

If your organization has received any grants from The Summit Foundation in the past five years, please describe them here:

|  |  |  |
| --- | --- | --- |
| **Year** | **Amount** | **Description** |
|       |       |       |
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Note:

1. The reference to years means the calendar year in which you applied even if the grant funds were not actually received until the following year.
2. The general policy of the foundation is not to fund any single organization for more than three consecutive years, nor more than once in any 12-month period.

**BUDGET FOR PROJECT FOR WHICH YOU SEEK FUNDING**

|  |  |  |  |
| --- | --- | --- | --- |
| **PROJECT EXPENSES** | **The Summit  Foundation (as requested in this application)** | **FROM OTHER SOURCES**  | **TOTAL** |
| Personnel/staffing (Please specify)      |  |  |  |
| Contracted services (Please specify)      |  |  |  |
| Consumable supplies & equipment (Please specify)      |  |  |  |
| Durable supplies & equipment (Please specify)      |  |  |  |
| Support/training (Please specify)      |  |  |  |
| Other costs (Please specify)      |  |  |  |
| **TOTAL DIRECT COSTS** |  |  |  |
| Any overhead or indirect costs attributed to this project (Please specify)       |  |  |  |
| **TOTAL EXPENSES** |  |  |  |

|  |
| --- |
| **Of total FROM OTHER SOURCES, show source(s) and amount(s) already approved** |
| Source(s) of approved funding | Approved amount |
|       |       |
|       |       |
|       |       |
|       |       |
| **TOTAL from other sources already approved** |  |

**Supplementary information**

*Please include each of the following items with application*:

* Your organization’s current annual budget
* Your organization’s 501(c)(3) certification, including date of exemption granted by the IRS
* Most recent IRS Form 990 (Parts I through XII plus Schedules A & O only)
* Most recent financial statement (audited, if required)
* List of current officers and board members/trustees (with their affiliations)
* If you have received a grant from The Summit Foundation in the past two years, please ensure that the [**Program Evaluation Report**](http://summitforever.org/apply/) for the grant has already been submitted, or is submitted, when due. You may submit an overdue Program Evaluation Report *in a separate email* addressed to grants@summitforever.org when you submit your application. If the Program Evaluation Report is not yet due, please email it to grants@summitforever.org on or prior to the due date.

**Person responsible for program’s oversight and evaluation**

Name       Title

Address (if different from organization’s)

Phone Email

**Person submitting application**

Name       Title

Address (if different from organization’s)

Phone Email

In submitting this application, I certify that the information I have provided is accurate and complete to the best of my knowledge and that I have full authorization to submit this application on behalf of the applicant organization.

[ ]  By checking this box, I certify that this application was approved and authorized by the person whose name appears immediately above on       (date).