

Lawrence T. & Janet T. Dee Foundation - Grant Application Form

Introduction

- **This is the online grant application form for the Lawrence T. and Janet T. Dee Foundation. Applicant organizations must have a 501(c)(3) non-profit tax-exempt status to be eligible to apply. Individuals are not eligible to apply.**
- **The Foundation's Board of Directors meets two times per calendar year to consider requests. Applications can be submitted beginning in January. Application cut off dates are March 31 for the spring funding period, and Sept 30 for the fall funding period. Applications submitted after September 30 will not be considered. Notification of approval or denial will be made 6-8 weeks after application cut-off dates.**
- **Only one project or program application will be accepted for consideration each calendar year. Applications made during the spring funding period may be carried over for consideration into the fall funding period in the same calendar year. If a grant is approved or denied, further applications from the same organization within the same year will not be considered.**
- **The Board will consider all eligible proposals which meet the Foundation's guidelines, but please be aware that funding limitations and geographic preference prevent many applications from being approved.**

We appreciate your interest in our foundation.

Application Contents & Procedure

- **The grant application consists of three pages for entering information: Organization (page 2), Contact (page 3), and Request (page 4). Note that most fields allow you to paste text from your word processor. The last page (5) is for including attachments and submitting the application.**
- **You may save a form in process and complete it later if you wish. Click Save & Finish Later at the bottom of any page.**
- **When finished, click Review & Submit on the bottom of page 5. This allows you to review the entire application (page 6). You may make any final changes on this page. When ready to submit, click Submit at the bottom of page 6.**

Information about your Account

If you don't already have an online grant application account for our foundation, you will be invited to establish one upon saving or submitting the application. Save your account ID (email address) and password. After you create an account you can access it anytime to: 1. Complete in progress applications not yet completed or submitted, but which were saved. 2. View submitted applications.

**You can access your account by entering the following URL address in your Internet browser:
https://GrantRequest.com/SID_530**

Organization Information

Organization Information

Organization Name

Address

City

State

Zip Code

Phone Number

Please include area code. Entry format 000-000-0000

Fax Number

Please include area code. Entry format 000-000-0000

Website

Tax Status Information

Legal Name

If different from Organization Name

Tax ID

Tax Status

Please provide your non-profit Tax Status

Tax Status Date

Please provide the most recent effective date of your Tax Status

Background Information

Background

Please list a brief description of your organization, your mission and purpose. If you have applied online with us before, only provide additional or updated information.

United Way Agency

United Way

Please check if you are a United Way agency

Contact Information

Organization Primary Contact (Example: Executive Director)

Prefix

First Name

Middle Name or Initial

Last Name

Suffix

Title

Email Address

Office Phone

Please include area code. Entry format 000-000-0000

Extension

Cell Phone

Please include area code. Entry format 000-000-0000

Request Primary Contact (Example: Development Director)

Same as Organization Primary Contact

Yes/no

Prefix

First Name

Middle Name or Initial

Last Name

Suffix

Title

E-mail Address

Office Phone

Please include area code. Entry format 000-000-0000

Extension

Cell Phone

Please include area code. Entry format 000-000-0000

Request Information

Project or Program Information

Project Title

Brief description of request - one or two sentences

Request Amount

Please enter a specific dollar amount - no range

Project Start Date

Project End Date

Term

List term of program or project (In whole months)

Project or Program Goals

Project or Program Description

Describe project or program in detail (please keep to a reasonable length)

Project or Program Budget

Total budget of Project or Program

Program Area

Please select the Program Area which best matches your request for support

Type of Support

Please select the Type of Support you are requesting

Geographical Area Served

Please select the Geographic Area which best matches the area to be served by your request

Attachments

Attachment 1: Optional

Tax Exempt Letter

Please upload a copy of most recent IRS 501(c)(3) tax exempt determination letter (if you have previously provided us with your latest tax determination letter, you need not send another)

Attachment 2: Required

Organization Annual Budget

Attachment 3: Required

Project or Program Budget

Attachment 4: Required

Other Funding Sources

Please upload a document containing the sources of project or program support, both committed and solicited

Attachment 5: Required

Board of Directors List

Please upload a document listing the names of organization officers and members of the governing board

Attachment 6: optional

Cover Letter