

Requests for grants should be signed by the organization's executive officer or board president. Only one proposal will be reviewed from an organization in a calendar year.

Organization Information			
Organization Name			
Street Address		Phone	
Mailing Address		Fax	
City State Zip			
Website Address		email	
Sponsoring Organization/Fiscal Agent (if applicable)			
Project Name (if applicable)			
Contact Information			
Organization Contact		email	
Title			
Tax Information			
Federal Tax ID #			
Date 501(c)(3) Status Granted			
Grant Request			
Amount Requested	\$		
Attachments Enclosures			
Please enclose the following items. Incomplete proposals may not be reviewed.			
<ul style="list-style-type: none"> ▪ Completed application form (1 page) ▪ Program information (no more than 4 pages) <ul style="list-style-type: none"> ▪ Brief history of the requesting organization ▪ Basic needs and objectives of the request ▪ Brief description of how the project or program will be implemented, with reference to timing, duration, staff, and facilities ▪ Plan to evaluate effectiveness or outcomes ▪ Plan for sustainability or ongoing support ▪ Organizational information/attachments <ul style="list-style-type: none"> ▪ Name and primary affiliation of officers and board members ▪ Documentation of federal tax-exempt status 		<ul style="list-style-type: none"> ▪ Financial Information/attachments <ul style="list-style-type: none"> ▪ Financial statements for the most recently completed fiscal year; audited statements are preferred, if available ▪ Operating budget for the current year ▪ Project budget showing anticipated costs, how the requested funds would be used, and other sources of funds (received, pledged, paid or anticipated) ▪ Year-to-date revenues and expenditures (if the grant-seeker is part of a larger, umbrella organization, these figures may be specific to the unit or program of interest) 	
Proposal Requirements			
<p>An original plus seven copies of all material are required. Submission by mail to P.O. Box 308, Sullivan's Island, SC 29482 is preferred. The deadline is a postmark not a received-by date. Applications are not accepted electronically. Questions may be addressed to info@joannafoundation.org.</p>			

Authorized Signature _____

Title _____

Date _____