

# Greenstone Foundation Minor Grant Application

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## Mission

**Our Mission is to assist organizations, in our community that offer a help to those in need by supporting educational programs, health and nutrition programs, and affordable housing.**

Thank you for your interest in a Greenstone Foundation Grant. We are privileged to be involved with organizations like yours that directly support our community. We would love to fund all grants that are requested, but due to the high number of requests and the funds available this is not possible. The application is designed to gather all of the important information we need to make a determination regarding your request. We want to make this process enjoyable for you. If you need any help please feel free to contact us.

This is the Minor Grant Application. This application is for Requests of less than \$5000. The Minor Grant applications are reviewed semi-annually. We accept applications from January 1<sup>st</sup> through May 31<sup>st</sup> and June 1<sup>st</sup> through October 31<sup>st</sup>. Organizations will be notified in June and November of the grant determination. Funding is then available July 1<sup>st</sup>, December 1<sup>st</sup>, or thereafter as requested in the application. We will make grant promises up to five annual disbursements with one application.

Submit applications to:  
Greenstone Foundation Board of Directors  
1421 N. Meadowood Ln. Suite 200  
Liberty Lake, WA. 99019

Thank you  
Stephanie DeLaRosa  
Greenstone Foundation Director  
509-951-2613

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## Organization Information

Name of Organization:			
Legal Name, If Different:			
Address:		City:	State:      Zip:
Phone:	Fax:	Web Site:	
Fiscal Agent EIN Number:		Fiscal Year:	
Name of Top Chief Executive:		Title:	
Phone:		E-Mail:	
Name Of Contact Person:		Title:	
Phone:		E-Mail:	

## Proposal Information

Funds are being requested for (check only one)			
<input type="checkbox"/>	General operating support	<input type="checkbox"/>	Technical support
<input type="checkbox"/>	Start up Expenses	<input type="checkbox"/>	Capital Expenses
<input type="checkbox"/>	Project/Program Support	<input type="checkbox"/>	Other (List)
Grant Options (check only one)			
<input type="checkbox"/>	One payment	<input type="checkbox"/>	Annual payments      If annual payments, number of years
Request amount \$:		If annual payments, annual payment amount \$:	
Other funding amount \$:			
Total funding \$:		Date Funds needed:	

Please give a 3-4 sentence summary of your request include the population and geographic areas served:

## Authorization

Name of Chief Executive:	Title:
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Signature:	Date:
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## Proposal Narrative

Please use the following outline as a guide to your proposal narrative, do not exceed 1 single space page. Also, include a cover letter with your application that introduces your organization and proposal and makes the link between your proposal and the mission of the Greenstone Foundation.

- A. Brief summary of organization history
- B. Brief summary of organization mission and goals.
- C. Description of funding purpose
- D. Projected goals, objectives, timeline, anticipated impact, population served, geographic area served

## Attachments

The following attachments are required:

- A. Budget including income and expenses
  - a. Organizations annual budget
  - b. Project budget (if applicable)
- B. List of key staff or volunteers, including qualifications relevant to the specific request.
- C. Copy of your current IRS determination letter indicating tax-exempt 501(c)(3) status.

## Proposal Checklist

- Cover letter.
- Informational sheet.
- Proposal narrative.
- Budgets.
- List of key staff.
- IRS determination letter.

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## Budget

This format is optional and can serve as a guide to budgeting. If you already prepare annual/ project budgets that contain this information, please feel free to submit them in their original forms. Feel free to attach a budget narrative explaining your numbers if necessary.

### INCOME

<u>Source</u>		<u>Amount</u>
<b>Support</b>		
Government grants		\$
Foundations		\$
Corporations		\$
United Way or other federated campaigns		\$
Individual contributions		\$
Fundraising events and products		\$
Membership income		\$
In-kind support		\$
Investment income		\$
<b>Revenue</b>		
Government contracts		\$
Earned income		\$
Other (specify)		\$
		\$
<b>Total Income</b>		<b>\$</b>

### EXPENSES

<u>Item</u>		<u>Amount</u>	<u>%FT/PT</u>
Salaries and wages (breakdown by individual position and indicate		\$	
		\$	
		\$	
		\$	
		\$	
SUBTOTAL		\$	
Insurance, benefits and other related taxes		\$	
Consultants and professional fees		\$	
Travel		\$	
Equipment		\$	
Supplies		\$	
Printing and copying		\$	
Telephone and fax		\$	
Postage and delivery		\$	
Rent and utilities		\$	
In-kind expenses		\$	
Depreciation		\$	
Other (specify)		\$	
		\$	
<b>Total Expense</b>		<b>\$</b>	
<b>Difference (Income less Expense)</b>		<b>\$</b>	

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