

**THE HS LOPEZ FAMILY FOUNDATION**

**GRANT APPLICATION FORM**

**COMPLETION CHECK LIST**

**Please provide all of the following:**

- Completed Grant Application Form
- A full description of the purpose of the grant and expected accomplishments.
- A detailed budget showing how the grant funds would be spent.
- Financial statements which include revenue and expenses and balance sheet for your organization for the previous two years and for the current year-to-date.
- A copy of your annual form filed with the IRS (e.g., Forms 990, 990-EZ) for the previous two years.
- A copy of your determination letter from the Internal Revenue Service granting your tax-exempt status.
- A list of organizations that have made grants to your organization in your previous fiscal year and the amounts granted.
- Any additional information, such as brochures, newsletters, or newspaper clippings, that may provide additional information on your project or organization.

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**GRANT APPLICATION FORM**

**Background Information**

Program or Project Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Web Site: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

**Information about the Request**

Date of Application: \_\_\_\_\_ Amount Requested: \$ \_\_\_\_\_

Type of Support (please check)

( ) Project ( ) General Operating ( ) Building ( ) Technical Assistance ( ) Emergency

Purpose of the requested grant: \_\_\_\_\_

What geographic area will be served? \_\_\_\_\_

Approx. number of people served? \_\_\_\_\_ Time period covered by grant? \_\_\_\_\_

**Organizational Information**

How long has the organization been in existence? \_\_\_\_\_

Number of paid staff: Full time \_\_\_\_\_ Part time \_\_\_\_\_ How often does your Board meet? \_\_\_\_\_

**Financial Information**

Total income of organization (most recent fiscal year): \_\_\_\_\_

Total expenses of organization (most recent fiscal year): \_\_\_\_\_

If project, total expense budgeted for the project: \_\_\_\_\_

Amount raised for the project so far: \_\_\_\_\_. Please list the other funding sources on an attached page, with amount funded per source.