



Sudbury Program Application Cover Page
For Nonprofit Applicants

General Information:

Legal Name of Organization _____ Tax ID# _____

Address _____

City _____ State _____ Zip _____

Telephone _____

Email _____ Web _____

Executive Director Name _____ Title _____

Other Contact Name _____ Title _____

Have you received previous Sudbury Foundation grant support? Yes No
If yes, please list Date, Project Name and Amount of Funding:

Proposal Information:

Total project cost: _____
Amount requested from Sudbury Foundation: _____
Proposed time period: _____

- Project Area (See Grant Guidelines for descriptions):
- Youth Development and Opportunity
 - Preservation of Community Character and Assets
 - Historic Preservation
 - Environmental Preservation
 - Community Building/Town Betterment
 - At-Risk Populations

Project Name: _____

Project Description: (Please summarize the project in 2-3 sentences.)

Executive Director/Board President signature

Date

Sudbury Program Application

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Instructions: Please answer each question clearly and concisely in the order listed here in a MS Word document. If a question is not applicable to your project, please indicate that. Most proposals can be presented well in 3-5 pages.

Return the application, signed cover sheet, the required attachments and any additional supporting materials you wish to include to: The Sudbury Foundation, 326 Concord Road, Sudbury, MA 01776.

Background

Briefly describe:

1. Your organization's mission and history, including goals and key achievements, date of incorporation, population and geography served
2. Your organization's structure including board, staff and volunteer involvement
3. Principal sources of support and income (i.e., client fees, membership dues, grants, special events, endowment income, in-kind support, etc.)

Project Description

Briefly describe:

1. The issue(s) you hope to address through the proposed project and how the project came about (a brief history and context)
2. Who will be served (i.e., groups, age, number, socioeconomic characteristics) if different than described under "Background" above
3. A time-line for the project, the activities involved and evidence that your organization can complete them
4. How the project fits with your organizational goals and the themes and priorities of the Sudbury Foundation: (youth development and opportunity, community building, preservation of community character and assets and/or organizational capacity and effectiveness)
5. Anticipated outcomes and measures of success
6. How the activity will be sustained after grant funding has ended

Attachments

- A. Project budget:
 - Please summarize all revenue and in-kind support for the project and itemize all expenses
 - Under Revenue, please include a list of other foundations and companies being approached to fund this project with dollar amounts indicating which sources are committed, pending or anticipated
- B. Current operating budget including previous year actuals
- C. Most recent independent audit
- D. IRS letter confirming tax exempt status - 501c(3)
- E. Current board list with relevant backgrounds and affiliations
- F. Relevant support or promotional material (optional)