Please use this application for making a grant request to the Reynolds and Reynolds Associate Foundation. Email this proposal in a word document format with required attachments to [associate\_relations@reyrey.com](mailto:associate_relations@reyrey.com).

# section one

|  |  |
| --- | --- |
| Date of Application |  |
| **ORGANIZATION NAME** | |
| Applicant Organization (Full Legal Name) |  |
| Doing Business As (if applicable) |  |
| IRS letter date |  |
| Tax Exempt ID # (EIN) |  |
| Name of Executive Director |  |
| **CONTACT INFORMATION** | |
| Proposal Contact Name |  |
| Title |  |
| Phone |  |
| Email |  |
| Street Address |  |
| City |  |
| State |  |
| Zip Code |  |
| Organization Website |  |
| Mailing Address (if different than street address) |  |
| City |  |
| State |  |
| Zip Code |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **REQUEST DATA** | | | |
| Program/Project Title | |  | |
| Total Budget for this Program/Project | | $ | |
| Amount of this Request | | $ | |
| Anticipated Project Start Date | |  | |
| Community/Counties served by this  Program/Project | |  | |
| Total number of people to be served during grant period | |  | |
| **FOCUS AREAS** (check all that apply) | | | |
| Domestic Violence/ Child Abuse | Youth at Risk | | Hunger |
| Homelessness | Life Threatening Illness | | Care for the Elderly |
| Literacy | Animal Welfare and Shelters | | Health and Wellness  Veterans |
| **HISTORY/INVOLVEMENT** | | | |
| Previous grants received | | Year(s) and Amount(s): | |
| Reynolds associate involvement (current only) | | List names: | |

# section two – organizational background

# The following section should not exceed 2 pages in total. Responses should be typed, single-spaced, and use Arial 11-point type.

#### 1. Brief summary of organization’s history and statement of organization’s mission including current programs.

2. Description of population and geographic region (community/counties) served by this organization.

# The following narratives, which include Sections Three through Six, should be typed, single-spaced, and use Arial 11-point font. Please be clear, complete and concise.

# section three – statement of need

What is the problem, challenge or need that is unaddressed or unmet? Why is your organization positioned to address this need (e.g. skills, location, etc.)? How is your project different from similar existing projects at other organizations? Include research, statistic(s) or evidence that shows this need exists.

# section four – program/project description & methodology

***IMPORTANT:*** *Review the Reynolds Associate Foundation grant program guidelines and restrictions before responding to this section.*

1. Description of program/project, including:
2. Detailed description of overall program/project to be funded under this grant. Include how the money from this grant request will be used in this program/project.
3. Brief description of goals and objectives for program/project, timeline for implementation and duration of program/project.

1. Evidence of use of best practices (For example, is this program/project based on a program that has been shown to be effective in other settings? Is it based on national standards?). If the initiative is a pilot project and has not been done before, please list assumptions on why new approach will succeed.

1. How and with whom will the organization collaborate on this particular program/project?

# section five – evaluation and results

*Please see glossary for definition of “Outcomes,” as well as the Reynolds Associate Foundation grant guidelines before completing this section.*

1. Provide specific short-term, intermediate and/or long-term outcomes of this program/project and the timeframe within which they will occur.

1. How will outcomes be measured and who (e.g. staff, consultant, etc.) will measure them? How will the results be used and disseminated by your organization and/or others?
2. If this is an ongoing program/project or if its purpose is to provide direct support to an ongoing program/project, summarize past quantitative and qualitative outcomes of that program/project. Include future/long term funding.

# section six – program/project funding plans

List of other funders to whom this **current proposal** has been and will be submitted. For each funder, indicate amount requested and status of request (e.g. “to be submitted,” “pending,” “funded,” or “declined”). If funded, specify amount of grant and date received. Include Earned revenue, in-kind support, special events, and fundraisers if any apply.

# section seven – required financial attachments

1. Total organizational budget for current fiscal year including a column showing the organization’s year-to-date status (budget vs. actual).
2. Project budget: Income and expenses for the entire project. Be specific.
3. Additional financial forms including:
   1. Statement of Revenue/Support and Expenses for your organization’s most recently completed fiscal year.
   2. Current Balance Sheet.

# section eight – other required attachments

1. IRS letter of determination 501(c)(3), **only if applying for the first time.**
2. Names and organizations of board members, **only if changes have occurred since your last grant submission.**
3. List of key staff members, qualifications, full or part time and include number of volunteers, **only** **if changes have occurred since your last grant submission.**
4. Letters of commitment from collaborating organizations, if appropriate.
5. Please be sure all attachments are saved as: Organization Name followed by file name. Example - Reynolds Associate Foundation 2011 program budget. This clearly identifies your organization.
6. Do not attach any graphics, or photos in your narrative. Page layout must be as listed in instructions.
7. Do not attach any additional information that is not listed.

# section Nine – Follow UP

1. A final report detailing the outcomes of the program/project must be submitted within 6 months of the completion of the program/project. For your organization to be considered for future grants this report must be submitted via, [www.reyrey.com/company/associate-foundation](http://www.reyrey.com/company/associate-foundation).
2. Any funds not spent or not properly accounted for are to be returned to The Reynolds Associate Foundation.

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# glossary

**In-Kind Support** – A contribution of equipment/materials, time, and or services that the donor has placed a monetary value on for tax purposes.

**Methodology –** A sequence of activities needed to accomplish the program objectives.

**Operational Support –** A grant given to cover an organization’s day-to-day expenses such as salaries, utilities, office supplies, etc.

**Outcomes –** The changes in (or benefits achieved by) individuals or communities due to their participation in program/project activities. This may include changes to participants’ knowledge, skills, values, behavior, condition or status. In general, outcomes are described in quantitative or qualitative terms.

**Quantitative (or Measurable) outcomes** are changes or benefits that can be measured or counted and expressed with a numerical value. For example, 30 of the 40 third-grade students participating in the literacy program will increase their reading level by one grade level.

**Qualitative outcomes** are changes or benefits that refer only to the characteristics of something being described, rather than exact numerical measurement. Qualitative changes can be observed (or detected through the senses) and are generally described in a narrative form. For example, the mother of a student participating in the literacy program stated that her daughter no longer feared reading aloud in class now that she could read at the same level as her classmates.

**Program –** An organized set of services designed to achieve specific outcomes for a specified population that will continue beyond the grant period.

**Project –** A planned undertaking or organized set of services designed to achieve specific outcomes that begins and ends within a specified time period. (A successful project may become an ongoing program.)