

SANTA FE NATURAL TOBACCO COMPANY FOUNDATION

P.O. Box 25140 • Santa Fe, New Mexico 87504-5140 • www.sfntcfoundation.org

GRANT APPLICATION

Please submit one copy of the completed application

Name of Organization: _____
(Exactly as it appears on your federal tax-exempt certification under Section 501(c)(3) of the IRS Code)

Mailing Address: _____

County: _____ Organization's Website: _____

Telephone: _____ Fax: _____

Contact Person: _____ Title: _____
(Please include the appropriate prefix e.g.: Mrs./Mr./Ms.)

Date of Incorporation: _____ State of Incorporation: _____ Federal ID# _____

Organization's Fiscal year ends: _____

GOVERNING BOARD AND STAFF

Attach a list of the members of the Governing Board.

GRANT REQUEST INFORMATION:

Indicate the deadline for which you are submitting an application: **Feb. 28** _____ **May 31** _____ **Aug. 31** _____ **Nov. 30** _____

? **General Operating Support** ? **Project Support – Title** _____

Contact person to whom communication should be directed (if college/university list project coordinator):

Name: _____ Title: _____
(Please use the appropriate prefix e.g.: Mrs./Mr./Ms.)

Mailing Address: _____
(If different from address listed above)

Telephone: _____ Fax: _____ Email: _____

Name of Organization: _____

PROJECT INFORMATION

Total Project Budget _____ Amount Requested _____
Project Start Date _____ Project End Date _____

Give a brief description of the project for which you are seeking funding. If the request is for general operating support, give a brief description of your organization and the unusual circumstances or critical need facing your organization.

Has your organization previously received a grant(s) from this Foundation? Yes _____ No _____

If yes, have all the reporting requirements been met for the grant(s)? _____
If reporting requirements have not been met, please submit report with this application.

Past Funding

In the space below, list the sources and amounts of major funding in the past year for the organization and/or the project for which funds are being requested. Be specific.

Potential Funding

In the space below, list funds from other sources (foundations, corporations, government, earned income, endowment, memberships, special fund-raising activities, etc.) that have been received or are under consideration for the organization and/or this project. Please indicate the source, amount, whether the funds have been received, confirmed, or are under consideration, and whether the funds are for a single year or multiple years.

Future Funding

Upon completion of this grant, if awarded, do you intend to return to the Foundation for continued funding?
Yes _____ No _____ If yes, for approximately how many years? _____

Do you have a long-range plan over the next three-to-five years that will enable you to operate the organization or this project without Foundation funding? Yes _____ No _____ If yes, by approximately what year? _____

Does the organization currently have an operating reserve? Yes _____ No _____

Does the organization currently have an endowment? Yes _____ No _____

Name of Organization: _____

FINANCIAL INFORMATION

FINANCIAL HISTORY SUMMARY:

List the total actual operating income and expenses of your organization for the last two completed fiscal years as shown on IRS Form 990. If the 990 is not yet available for the most recently completed fiscal year, list the un-audited final income and expenditures and indicate that the numbers are un-audited.

	Year: 20_____	Year: 20_____
INCOME	\$_____	\$_____
EXPENDITURES	\$_____	\$_____

Did your organization end any of these fiscal years with a deficit? Yes _____ No _____

PROPOSED BUDGET SUMMARY:

If the applying organization is a college/university, public school or governmental unit, complete only Column (2). Column (1) must be completed by all other organizations. Column (2) does not have to be completed if you are seeking general operating support. The amounts in Column (2) must be included in the amounts in Column (1).

	Column (1) ORGANIZATION'S TOTAL BUDGET	Column (2) PROJECT BUDGET
Total anticipated Income for period for which funds are being requested	\$_____	\$_____
Total anticipated Expenditures for period for which funds are being requested	\$_____	\$_____
Amount Being Requested from Foundation	\$_____	\$_____

In addition to the requested budget information, you must also submit the following attachments:

- (a) **Prior fiscal year's statement showing** actual general expenses and specific sources of income.
- (b) **Current year-to-date statement** showing actual general expenses and specific sources of income against the current year-to-date budget.
- (c) **One page, line-item proposed budget** (showing anticipated income and expenditures) for the total operations of the organization's fiscal year(s) for which funds are being requested.
- (d) If the funds being requested are for a specific project rather than for general support, also submit a **one-page, line-item budget for the specific project** (showing anticipated income and expenditures) for which funds are being requested.
- (e) List of your Board of Directors.
- (f) Mission Statement.
- (g) IRS Letter of Determination showing 501(c)(3) status.
- (h) Most recent Form 990 PF as filed with the IRS.
- (i) Brochures, newspaper clippings, and letters of support (*optional*)

Name of Organization: _____

GRANT PROPOSAL SUMMARY
(THIS SECTION MUST BE COMPLETED USING THIS FORM)

Amount being requested: \$ _____

? **General Operating Support**

? **Project Support – Title** _____

In the designated space below, provide a summary, in 12 pt. font, of the mission of the organization, goals, activities and expected outcomes for this project, how the grant funds would advance the purposes of the Foundation, or of the organization if you are applying for general operating support.

Name of Organization: _____

TERMS AND CONDITIONS

If the applying organization is awarded grand funds from the Santa Fe Natural Tobacco Company Foundation for the purposes stated in this application, the following terms and conditions pertain.

The grant funds are to be used solely for the purposes stated in your application. By accepting the grant, you agree:

- To obtain the Foundation’s approval in writing if your aims for the grant change considerably from those listed in your proposal.
- To provide the Foundation with report(s) describing the project’s successes, any significant difficulties encountered and how they were overcome. The report(s) should also include a description of how the grant funds were used to advance the purposes of the Foundation. A fiscal section showing how the funds were expended should be included.
- That any portion of the grant funds not used by your organization in accordance with its proposal or in a manner that has received our subsequent written approval must be returned to the Foundation.
- To allow the Foundation use of the organization name in general Foundation marketing and/or promotional material.

Name of Executive Director/Authorized Signer (please print)

Title

Signature of Executive Director/Authorized Signer

Date