



## 2021 GRANT APPLICATION REQUEST FORM

*Completed Application must be emailed by **February 11, 2022***

Organization:

Contact Person:

Address:

Telephone Number:

Email Address:

Amount of Funds Requested:

Date of Submission:

501(c)3 (Tax ID) Number:

**Please provide a written narrative that addresses each of the questions in Parts I and II. Part III should include the financial documentation/statements requested.**

### **Part I – Description of the Organization**

1. Please describe the purpose of your organization
2. Please provide a brief history of the organization, including your current programs and accomplishments.
3. Please describe the need or problem your organization works to address and the population your organization serves.
4. Please provide the number of full and part-time staff and number of volunteers.
5. Please briefly explain why your organization is requesting a grant from the Northbrook Woman's Club Foundation. Include the specific services, programs, or projects the grant would help to support.

## **Part II – Proposed Use of Grant Funds and Evaluation Process**

1. Describe the population that your organization will serve and how you anticipate that this population will benefit. ***Include what portion of this population resides in Northbrook.***
2. What strategies will be employed to implement your program/project?
3. Explain how this program/project contributes to your organization's overall mission.
4. Explain how you will measure the effectiveness of your program/project. Include your criteria for a successful program.
5. Describe how your organization impacts the Northbrook community (i.e. number of Northbrook residents impacted; Northbrook cause impacted, etc.).

## **Part III – Financial Information**

**Please provide the following financial information:**

1. Full financial statements for the year most recently completed. Please provide audited financial statements if required and available.
2. A current year's operating budget for the program/project in need of funding.
3. Please list other funding sources, actual or projected, for the program/project for which a grant is sought.

### **Submission Instructions:**

Please submit application and required materials for Parts I-III in a Word or PDF document to **msbuzz123@gmail.com by February 11, 2022**. Incomplete submissions will not be evaluated.