

# THE ECCOLA FOUNDATION

## Application Form Instructions

### APPLICATION PROCESS

1. Complete The Eccola Foundation Grant Application Form.
2. Summarize, in a short paragraph the purpose of your organization. Briefly explain why your organization is requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if a grant is made. *Do not use more than one page.*
3. Describe the program for which you seek funding.
  - A. If applying for *general operating support*, briefly describe how this grant would be used.
  - B. If your request is for a *specific* project, please explain the project including:
    - A statement of its primary purpose and the need or problem that you are seeking to address.
    - The population that you plan to serve and how this population will benefit from the project.
    - Strategies that you will employ to implement your project.
    - The names and qualifications of the individuals who will direct the project.
    - Anticipated length of the project.
    - How the project contributes to your organization's overall mission
4. Evaluation - Explain how you will measure the effectiveness of your activities. Describe your criteria for a successful program and the results you expect to have achieved by the end of the funding period.

### 5. ATTACHMENTS – Attach:

- A. Financial Information –
  1. Your most recent financial statement, audited if available.
  2. *If project funding is requested:* A current budget for the project. Indicate the specific uses of the requested grant, if possible.
- B. Other Supporting Materials –
  1. A list of your Board of Directors.
  2. A copy of your most recent IRS letter indicating your agency's tax exempt status, or, if not available, an explanation.
  3. One-paragraph resumes of key staff.