



GRANT APPLICATION

Organization Address

City State Zipcode Date

Project Name Person Submitting Project

Title of Person Submitting Project Request Amount of Request

Phone Fax Email Address

Area of Charitable Service: Arts Education History Religious Library Other

Mission (Describe the purpose of your organization)

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How many different people do you serve annually? Year Organization Established?

What is your demographic area? Year Received Tax Exempt Status?

Number of Employees Budget for most recent year end

Accounting firm that handles audit and review of funds

May we contact you for additional information? Yes No

Contact Name Phone

Have you ever received funds from the foundation? Yes No Year? How much?

How many Board Members do you have?

How many board members make an annual donation to your organization?

As a Board, how much did they contribute this fiscal year?

PROJECT DESCRIPTION

Purpose and goal of your project

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Statement of need for your project

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Demographics, number and location of individuals served by project

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How will this project meet the need?

How will you measure the success of your project?

Project Implementation Process

Who are the key staff and/or volunteer project managers?

What is your timeline for completion of the project?

Describe the expected outputs and outcomes from your project

Describe the evaluation process

Who are the individuals responsible for measuring and reporting the project outcome?

What is the statistical manner in which results will be calculated?

How will the project be funded in future years?

BUDGET INFORMATION

Application fiscal year end Time Period for budget below Grant Amount Requested

Annual budget for organization :

Individual Contribution	Corporate Contribution
Foundation Grants	Government Grants
Membership Income	Special Events Funds
In-kind Support Funds	Fees for Services

REQUIRED DOCUMENTS

List top 5 other organizations that will collaborate with you on this project and upload letters of confirmation from each describing their commitment to this project.

Letter 1 Letter 4

Letter 2 Letter 5

Letter 3

- IRS tax determination letter showing that you are a recognized public charity and that you are not a private foundation. Be certain to include your tax ID.
- Written Statement from organization representative documenting that the IRS has not revoked your tax-exempt status, nor changed that status since the issuance of the tax determination letter.
- Copy of the most recent audited financial statement of your organization.
- List of the organization’s board of directors / trustees, including name, corporate title, volunteer title, address and telephone number.
- List of the 5 largest contributors of this project along with how much each contributed.
- Letter from each collaborating organization confirming their commitment to the project. Please combine all letters into one file for uploading.
- Statement from Applicant Organization’s CEO and Chief Volunteer Officer.

NOTE : The grant can not be used for other purposes than those stipulated in grant proposal without permission from Dr. Mary Cohen at Barton P. and Mary D. Cohen Charitable Trust.

A Summary of the completed project along with a statement of the project expenditures must be filed within time specified in the grant agreement.

Email or mail the complete application and required documents to :

Email : MCohen@midwesttrust.com

Mail : Cohen Charitable Trust, 5901 College Blvd., Suite 100, Overland Park, KS 6621