



# *HATTIE A. & FRED C. LYNAM TRUST GRANT APPLICATION*

## **Application Format**

### **Cover Letter**

Include a basic one-page cover letter providing a brief description of the project and stating the requested amount.

### **Part 1: Grant Request Form**

Fill out the attached Grant Request Form

### **Part 2: Proposal Attachments**

Attach copies of the following:

- Most recent financial statement (*audited if available*).
- Current/Final 501 (c) (3) IRS determination letter.
- A list of the current Board Members including their employment and/or community affiliations
- A list of the current Staff Members
- Project Budget
- *Completion Report* if you received a Grant last year



# HATTIE A. & FRED C. LYNAM TRUST GRANT REQUEST FORM

For questions that do not pertain to your organization please N/A on the application.

Date of Application: \_\_\_\_\_  
Organization name: \_\_\_\_\_  
Year of Establishment: \_\_\_\_\_

Address:		
City:	State:	Zip Code:
Telephone:	Fax:	
Website:		

Is your organization tax-exempt under 501 (c) (3)?  Yes; Year Incorporated:  No

Type of Request (Choose one)	Amount Requested	Total Proposed Budget <sup>1</sup>
<input type="checkbox"/> Capital Campaign		
<input type="checkbox"/> Operating Support		
<input type="checkbox"/> Project/Program Request		
<input type="checkbox"/> Other:		

<sup>1</sup>If requesting operating support, enter the organization's current budget. For all other requests enter the specific project budget.

Purpose of the request (5 lines or less):

Name of contact person:	Title:
E-mail:	Telephone:

### Organizational Background

History/Background (5 lines or less)

Mission and current programs (5 lines or less):

**Geographic Area(s) Served (5 lines or less):**

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*Application Authorization and Assurances*

The applicant hereby attests that:

The information contained in this application is true and correct to the best of my knowledge.

<b>Name:</b>	<b>Signature:</b>
<b>Title:</b>	<b>Date:</b>