

WHAT TO INCLUDE IN YOUR BEESON TRUST GRANT APPLICATION

1. **A cover letter, one page only, signed by your Director and Board Chair, including:**
 - Name, address, phone, fax numbers and e-mail addresses of the organization
 - Name and title of the contact person if other than the director
 - Amount requested
 - An abstract or summary in one paragraph of the proposed project.
2. **The full proposal. In no more than four pages for Section 2, provide the following information:**

AGENCY BACKGROUND

- Its history including major programs or accomplishments, where applicable
- Any links with similar organizations
- Funding received by the agency, in the last 12 months, from Canterbury United Methodist Church. Also, any funding requests that may be currently pending with Canterbury United Methodist Church should be noted. If funding has been received, or is pending, what was the purpose?

THE PROJECT OR PROGRAM PROPOSED

- The total cost of the project or program and the amount requested
- Goals and objectives, including: what will change, for whom, by how much and when
- The activities that will be carried out to accomplish the objectives and how their success will be measured
- The qualifications of key personnel
- Any other organizations involved in this project and/or providing similar services in Jefferson County

PROJECT CONTINUATION

- If the project is ongoing, what plans are there to continue after the funding period?
- What plans are there for ongoing financial and community support to ensure the future of the project?

PROJECT EVALUATION

- Criteria for effectiveness
- The methods to be used to analyze results (measure progress)
- Who will assess the results
- Are leverage opportunities being used or explored

3. Financial Information

- A line item income and expense budget for the project, including in-kind and cash support.
- A list of other foundations or sources to which this proposal has been or will be submitted. Please indicate whether funds have been committed, declined or are pending from other sources.
- Organization's current annual operating budget AND an income & expense statement/balance sheet for the last fiscal year (audited financials if available). The financial information should reflect sources of support as well as expenses.

4. Additional Material

- A list of current Board of Directors including the primary professional and/or civic affiliation of each member.
- Names, titles and telephone numbers of three professionals familiar with the work of your organization.
- Copy of the organization's tax-exempt letter (Determination Letter) from the IRS.
- A description of insurance carried.
- A description of known staff members or laity of Canterbury United Methodist Church who hold leadership positions in the organization.