

**The Kaufman Fund**  
**2017 Grant Application**

**Instructions**

Please complete all of Section I, include the required attachments, and sign and date this application.

**Section I**

Organization Name

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Federal Tax ID Number

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Address

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City

State

Zip

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Telephone

Fax

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Email

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Secondary Contact

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Telephone/Fax

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Email

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**Section II**

Please keep answers as brief as possible and provide the following:

- I. Vision and Mission of your organization.
- II. A brief description of your organization's history, organizational structure, and current program and activities.
- III. Provide a brief statement of your organization's need and problem.
- IV. Write about your project/program description; include brief description about goals, objectives and strategies.
- V. Describe how you will evaluate project/program results.
- VI. Provide amount requested and total cost of the project.

**Section III.** Required attachments for all Grant applicants

Please enclose one copy of each of the following items:

- Tax exempt determination letter
- Copy of Incorporation and EIN letter
- Board of Directors – name, contact info, affiliation
- Biographies of staff members involved in the project associated with the grant application
- 12 month operating budget (including salaries of Executive and Administrative personnel) for the proposed year for the grant
- Form 990N, 990EZ, or 990 Financial Statements - prepared internally and/or by independent CPA
- Authorizing signature

**Section IV.** Authorizing Signature

The undersigned certifies that they are authorized to represent the organization applying for a grant and that the information contained in this application is accurate. The undersigned agrees that if a grant is awarded to the organization:

1. The grant will be used for the purpose outlined in the grant award letter and may not be expended for any other purpose without prior written approval from the Kaufman Fund.
2. A report will be submitted stating how the funds were spent and the progress made in accomplishing the program/project's goals/objectives.
3. Information about the organization and grant may be used by The Kaufman Fund in any published materials.

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**Signature of Executive Director or Board Chair**

**Date**