

**The KM Shimano Family Foundation**

**Donations Application Cover Sheet**

**Organization name:**

**Address:**

**City, State, Zip:**  **EIN:**

**Website:**

**Executive Director (or similar title):**

**Phone** **number:**  **E-mail address:**

**Contact person (if different than above****):** **Title:**

**Phone** **number:** **E-mail address:**

**List any prior support from us (amount and year):**

**Minimum Amount of Request:**

**Background (please describe your organization’s history and mission):**

**Purpose (please summarize your funding request here and indicate the type of request):**

**The KM Shimano Family Foundation**

**Grant Application**

*Please provide the following information in this order.*

**I. Narrative**

1. **Background** – Describe the work of your organization, addressing each of the following:
	1. Current programs and accomplishments.
	2. Overview of organization’s structure including the number of full and part-time staff as well as volunteer involvement.
	3. Amount of organizational budget and date of fiscal year end.
	4. Percentage of budget reserved for overhead (general and administrative) costs.

1. **Funding Request** – Please describe the program for which you seek funding and address each of the following:
	1. If applying for general operating support or capital, please describe in specific detail how monies would be used, including the percent (%) of funding, that would go towards salaries and/or administrative expenses.
	2. If your request is for a specific project, please explain the project and include the following:
		1. Program strategies.
		2. Target population.
		3. Who or what benefits from the proposed project. Please be as specific as possible.
		4. Specific activities and timetable for meeting your stated objectives.
		5. How does the project contribute to your organization’s overall mission and what do you ultimately hope to accomplish through your proposed project?
		6. Do you have plans for fully funding and/or sustaining this program?
		7. Are you working with other agencies or associations on this project?
		8. How do you measure and monitor the program’s progress and effectiveness?
		9. What relevant assets and experience does your staff bring to this project?
		10. Describe your criteria for a successful program and the result you expect

to achieve by the end of the funding period.

**II. Attachments**

**A. Financial Information**

Please direct us to any financial information and documents for your organization that -

1. Confirm your IRS 501 (c)(3) Tax Status (U.S. Organizations).
2. Most recent 990 Form filed with the IRS (U.S. Organizations).
3. List of Public and Private Funding Sources for your organization during the past fiscal year.
4. If specific project funding is requested, please include:

a. Current expense budget for the project.

b. List of all other sources of income for the program including committed and prospective, with amounts.

c. Specific uses of the requested grant, if possible.

**B. Other Supporting Materials**

Please direct us to the following information:

1. List of Board of Directors, with affiliations
2. Most recent annual report, if available.
3. Optional: brochures, newsletter, website address, etc.