

## Kelly Foundation of Washington

### Application Information

Please read these directions before completing your application. Your grant application consists of two parts: the application form and the documents cited below. You must provide the **completed original form and five (5) complete copies, including cover letter**. Grant applications will be considered at the June and December board meetings. Please have your application submitted by the middle of the prior month.

The following documents must accompany the application:

- A copy of the IRS letter(s) confirming the applicant's 501(c)(3) status and that it is classified under Section 509(a) as "...not a private foundation." This letter or letters must be attached to the original application form only.
- A budget for the entire project for which the organization seeks support. Please use the budget form provided with the application.
- The resume of the organization's director.
- A current list of the organization's board of directors or trustees.

**Attach copies of the last three items, in the order listed, to the completed application form and each copy. Also include a copy of cover letter, if any.**

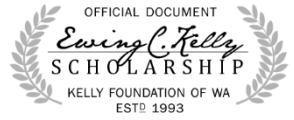
Your response to Item #4, *Statement of Project*, must be limited to the space provided and should include the following information:

- A short history of the organization and its mission.
- Background on the specific needs addressed by the program. Please focus on the needs of the people to be served by the program or facility.
- Program objectives such as an estimate of the number of people who will be helped by the project.
- The total project cost, the amount and use of the requested grant, the plan for raising other needed moneys, and a project timetable.

Grantees must provide written progress reports every six months until a final report is made. These reports should include progress toward program objectives and expenditures.

**P O Box 19208  
Seattle WA 98109-1208  
Voice Mail (206) 706-8486  
Fax (206) 706-1030**

**[kellyfoundationwashington.com](http://kellyfoundationwashington.com)**



**1. APPLICANT:**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_ Ext. \_\_\_\_\_

Email address \_\_\_\_\_

Director's Name \_\_\_\_\_

Director's Title \_\_\_\_\_

Other Contacts \_\_\_\_\_

**2. INTERNAL REVENUE SERVICE TAX EXEMPTION STATUS:**

\*Date of 501(c)(3) \_\_\_\_\_

\*Date of 509(a) \_\_\_\_\_

\*Attach Verification.

**3. (A) PROJECT TITLE:**

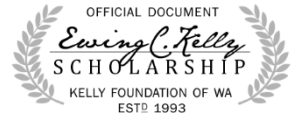
**(B) DESCRIBE BRIEFLY THE PURPOSE OF THE GRANT:**

**Request to KELLY FOUNDATION OF WASHINGTON: \$ \_\_\_\_\_**

**Total Project Budget: \$ \_\_\_\_\_**







**PROGRAM BUDGET**

**REVENUE/SUPPORT**

Contributions \_\_\_\_\_  
Special Events (Net) \_\_\_\_\_  
United Way(s) \_\_\_\_\_

**GOVERNMENT GRANTS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Government Grants      Total \_\_\_\_\_

**PRIVATE GRANTS**

KELLY FOUNDATION OF WASHINGTON \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Private Grants      Total \_\_\_\_\_

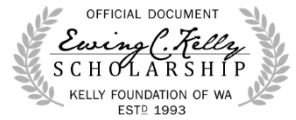
Program Fees \_\_\_\_\_  
Miscellaneous \_\_\_\_\_  
Revenue/Support Grand Total \_\_\_\_\_

**EXPENDITURES**

Salaries of Ex Director \_\_\_\_\_  
  Other top-paid personnel \_\_\_\_\_  
  
Employee Benefits of Ex Director \_\_\_\_\_  
  Other top-paid personnel \_\_\_\_\_  
  
Payroll Taxes (as above) \_\_\_\_\_  
\_\_\_\_\_  
  
Professional Fees \_\_\_\_\_  
Supplies \_\_\_\_\_  
Telephone \_\_\_\_\_  
Postage/Shipping \_\_\_\_\_  
Occupancy \_\_\_\_\_  
Equipment \_\_\_\_\_  
Miscellaneous \_\_\_\_\_  
  
Expenditures Total \_\_\_\_\_

Project budget for the period of \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_





**CAPITAL BUDGET**

**GRANTS/DONATIONS**

Campaign goal \_\_\_\_\_

Amount raised as of \_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_\_

Amount remaining to be raised \_\_\_\_\_

Sources of funding received or applied for:

**EXPENDITURES**

Property Acquisition \_\_\_\_\_

Site Preparation \_\_\_\_\_

Site Improvements \_\_\_\_\_

Professional Fees \_\_\_\_\_

Construction \_\_\_\_\_

Landscaping \_\_\_\_\_

Equipment/Furnishings \_\_\_\_\_

Taxes \_\_\_\_\_

Fees \_\_\_\_\_

Miscellaneous \_\_\_\_\_

\_\_\_\_\_

**TOTAL** \_\_\_\_\_

Capital Campaign \_\_\_\_\_ to \_\_\_\_\_

Construction Timetable \_\_\_\_\_ to \_\_\_\_\_

Occupancy Date \_\_\_\_\_

Equipment Acquisition \_\_\_\_\_