

R. Howard Dobbs, Jr.
FOUNDATION

Grant Application Instructions

This application was created in Adobe Acrobat; you will need version 7 or higher to use the application correctly. You may download Adobe Acrobat Reader for free at <http://get.adobe.com/reader>. Prior to filling out the application, it is important to save a blank copy of the form to your computer; otherwise, you will be unable to save your work. You may complete the application using any word processing software you prefer.

Please make sure you address all questions listed in the application form including the organization's Federal Employer Identification Number (EIN), Project Title, Amount Requested, and Primary Contact information. Please note the primary contact for the request should be the person completing the application. This is the person we will call if we need additional information and to schedule site visits. We will also address all correspondence to his/her attention. If the primary contact is not the Executive Director, we will send the Executive Director a copy of correspondence notifying your organization of our board's decision.

In addition to the application form please submit the following:

- ❖ Brief biographies of your organization's executive leadership
- ❖ List of your current board of directors
- ❖ A 3-year statistical summary of services provided by your organization
- ❖ Current fiscal year operating budget
- ❖ Most recent financial audit
- ❖ Current strategic plan
- ❖ Project budget for which funding is requested
- ❖ Funding status report & list of current major donors