

TheJoyceFoundation

321 North Clark Street, Suite 1500, Chicago, Illinois 60654

GRANT PROPOSAL COVER SHEET

Please attach completed sheet to your proposal.

Name of Applicant _____ Date _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____ Website _____

Facebook _____ Twitter _____

CEO

Name _____ Title _____

*or person(s) authorized to accept grant

Telephone _____ Email _____ Twitter _____

PROJECT MANAGER

Name _____ Title _____

Telephone _____ Email _____ Twitter _____

FINANCIAL CONTACT

Name _____ Title _____

*or person(s) authorized to give financial instructions

Telephone _____ Email _____ Twitter _____

COMMUNICATIONS CONTACT

Name _____ Title _____

Telephone _____ Email _____ Twitter _____

Date Organization Began Operations _____ Number of Staff _____ Full-time _____ Part-time _____

Total Revenue (for most recently completed fiscal year) \$ _____

Total Operating Expenses (for most recently completed fiscal year) \$ _____

Estimated Duration Dates of Project: Beginning _____ Ending _____

Budget (Multi-Year Request)				
	2016 (1 st year)	2017 (2 nd year)	2018 (3 rd year)	Total
Budget Total	\$ _____	\$ _____	\$ _____	\$ _____
Requested From Joyce	\$ _____	\$ _____	\$ _____	\$ _____

Brief Description of Project _____

Geographic Area Served _____

Beneficiary Group(s) Targeted by Project (racial, ethnic, gender, age, income level) _____

IRS Public Charity Status (check one) 509(a)(1) _____ 509(a)(2) _____ 509(a)(3) _____ Other IRS Designation _____

If a 509(a)(3) Supporting Organization, Type I, II, or III? _____ Federal Tax-Exempt Number (EIN) _____
(additional information will be required)

Proposal must arrive at the Joyce Foundation by the proposal deadline and must include the following:

- Executive summary
- Information on the project
- Description of the organization
- Itemized project budget
- Key-project contacts and their qualifications
- Board members
- Organizational expenses and income
- Audited financial statements
- IRS Form 990
- IRS determination letter

*attach additional pages, if necessary.