

### **Preview Form**

This is an example of the application questions with which you will be presented. It is recommended that you compose the answers to the paragraph questions in a word processing program and then cut and paste that text into the online application.

### **Project Title**

\*Project Title  
(Text)(255 character maximum)

### **Contact Information**

\*Salutation  
(Text)(100 character maximum)

\*First Name  
(Text)(40 character maximum)

\*Last Name  
(Text)(40 character maximum)

\*Title  
(Text)(50 character maximum)

\*Address  
(Text)(100 character maximum)

\*City  
(Text)(50 character maximum)

\*Zip  
(Text)(20 character maximum)

\*Telephone  
(Text)(30 character maximum)

\*Telephone Extension  
(Text)(500 character maximum)

\*E-mail Address  
(Text)(100 character maximum)

### **Organization Information**

\*Legal Name  
(Text)(255 character maximum)

\*Address  
(Text)(100 character maximum)

\*City  
(Text)(50 character maximum)

\*Zip  
(Text)(20 character maximum)

\*Telephone  
(Text)(30 character maximum)

\*Fax  
(Text)(30 character maximum)

\*E-mail Address  
(Text)(100 character maximum)

Website Address  
(Text)(100 character maximum)

\*Brief description of your organization  
(Paragraph)(2000 character maximum)

### **Project Information**

As concisely and clearly as possible, please answer the following questions below.

\*Application Date  
(Date)

\*Do you own or lease your space?  
(Single-Select List)

- Own
- Lease

Please explain the terms of your lease.  
(Paragraph)(2000 character maximum)

\*Amount requested  
(Currency)(20 character maximum)

\*Total Budget for this Project  
(Currency)(20 character maximum)

\*How will funds be allocated for this Project?  
(Paragraph)(2000 character maximum)

Instructions:

Be specific. Requests for equipment, for example, should include a quote; projects should be broken down into components with itemized price estimates.

Instructions:

Description of what the requested funds will be used for; what results are expected; who will benefit.

\*Describe the Project:  
(Paragraph)(2000 character maximum)

Please declare the evidence of the need, and how the requested funds will meet or address the need.

\*Who will benefit from this project?  
(Paragraph)(2000 character maximum)

\*Project Start Date  
(Date)

Instructions:  
 Project Start Date

\*Project End Date  
(Date)

Instructions:  
 Project End Date

\*How will you measure the Project's success?  
(Paragraph)(2000 character maximum)

Instructions:  
 Please list the names of other funding organizations and/or foundations and the dollar amounts received to-date for this project. Individual contributors need not be named, but please provide dollar amounts received. Please also list the total dollar amount.

\*Committed Sources of Funding for this Project  
(Paragraph)(2000 character maximum)

\*Total Committed Sources of Funding  
(Currency)(20 character maximum)

Instructions:  
 Please enter the sum of the values above.

\*Anticipated Sources of Funding for this Project  
(Paragraph)(2000 character maximum)

Instructions:  
 Please list all sources of funding approached for this project. Be sure to include the names of the funding organizations and/or foundations and the dollar amounts requested from each.

\*Total Anticipated Sources of Funding  
(Currency)(20 character maximum)

Instructions:  
 Please enter the sum of the values above.

\*Are members of your organization's Board financially contributing to this project?  
(Yes/No)

If yes, how much?  
(Currency)(20 character maximum)

\*Board of Directors/Trustees  
(User-Defined List)

\*Description of Future Plans  
(Paragraph)(2000 character maximum)

Instructions:  
 What is your plan for continuing support of your capital project objectives after funding from the Amelia Peabody Charitable Fund ends?

## Upload

\*IRS Letter  
(File Upload)File Upload; 10485760 byte limit

Instructions:

Please upload a copy of your determination letter from the IRS, classifying your organization as a non-profit organization under Section 501(c)(3) and as a public charity under Section 509(a)(1) or 509 (a)(2) of the Internal Revenue Code.

\*Letter From Director  
(File Upload)File Upload; 10485760 byte limit

Instructions:

Upload a copy of your letter, dated and signed by the director on your letterhead, affirming that your organization's "determination letter from the IRS continues in full force and effect and that a grant from the Amelia Peabody Charitable Fund as applied would not adversely affect your public charity status."

\*990 and Schedule A  
(File Upload)File Upload; 10485760 byte limit

Instructions:

Copy of your most recent IRS Form 990 and Schedule A

\*Audited Financial Statements  
(File Upload)File Upload; 10485760 byte limit

Instructions:

Audited financial statement clearly showing all income sources and expenses for your organization for the most recent tax year

\*Project Budget  
(File Upload)File Upload; 10485760 byte limit

Instructions:

Please upload the project Budget