

The Sorenson Legacy Foundation Grant Application

Please complete and submit two copies of the following application. You may include one extra page if the space provided is not sufficient. The foundation's board of directors meets on a quarterly basis to review proposals and if this application is approved for review, it will be considered at the next quarterly meeting. Applicants will be notified in writing of the actions of the board.

The following items must be included with your application:

1. A list of your board of directors and officers
2. A budget for the project for which funding is requested
3. A copy of your organization's 501(c)(3) determination letter from the IRS (unnecessary for cities or private or state schools, universities or colleges)
4. The most recently audited financial statement for your organization, its balance sheet and its annual operating budget, which must clearly delineate the percent of budget used for fundraising and administrative costs
5. Any pamphlets/brochures or other information descriptive of your organization
6. If a restoration or construction project is intended, please provide photographs and/or an 8-1/2 x 11 architect's rendering
7. Letters of support (2 minimum)

Applicant Information:

Name of your organization: _____

Name listed on 501(c)(3): _____

Name of executive director: _____

Contact: _____ Title: _____

Address: _____

Phone: _____ Fax: _____ e-mail: _____

Date of application: _____ Founding date: _____

Description and mission of organization:

Name of proposed project:

Amount requested:

Total cost of the proposed project:
(Attach a one-page operating budget)

Description of the project/program for which funding is being requested:

Description of the target population and number of people served by this project:

Project timetable:

Number of volunteers your project will use:

Number of paid staff employed by your organization:

List key staff positions and salaries:

Position	Salary
_____	_____
_____	_____
_____	_____

List each potential public and private major donor, including amount for this project:

Name	Amount
_____	_____
_____	_____
_____	_____

List each committed major donor, including amount received or pledged, for this project:

Name	Amount
_____	_____
_____	_____
_____	_____

Describe the proposed method of evaluating the program's effectiveness and past performance (if applicable):

Have you ever received support from Sorenson Legacy Foundation? If so, please list the three most current periods of funding:

Year	Amount
_____	_____
_____	_____
_____	_____

Has your organization been evaluated by the National Charities Information Bureau (NCIB)?

Yes _____ Year _____ No _____

If yes, does your organization meet all standards? If no, list what standards are not met:

Has your organization been evaluated by the Council of Better Business Bureaus (CBBB)?

Yes _____ Year _____ No _____

If yes, does your organization meet all standards? If no, list what standards are not met:

Name of organization: _____

Annual operating budget: _____

Annual operating budget summary:

	Last Year Actual	Current Year Projected
Revenues		
Public support	_____	_____
Zoo Arts & Park Tax	_____	_____
United Way	_____	_____

Federal	_____	_____
State	_____	_____
City	_____	_____
County	_____	_____
Other	_____	_____
 Total public support	 _____	 _____
Private support		
Foundations	_____	_____
Individuals	_____	_____
Corporations	_____	_____
Fundraisers	_____	_____
Other	_____	_____
 Total private support	 _____	 _____
 Earned income (i.e. ticket revenue, interest, fees, etc.)	 _____	 _____
 Total revenues	 _____	 _____
Expenses		
Fundraising and administrative	_____	_____
Salaries and benefits	_____	_____
Building, rent and maintenance	_____	_____
Advertising	_____	_____
Supplies	_____	_____
Disbursements for tax-exempt purpose	_____	_____
Other	_____	_____
 Total expenses	 _____	 _____