

APPLICATION INSTRUCTIONS

Youth and Education Related External Funding Requests

Note: This application is for funding requests related to youth and education related projects. The format for research proposals is included on the Angus Foundation's website.

General Information:

You may complete the Application for External Funding Requests by visiting our website at www.angusfoundation.org. Click External Requests for Funding and then click on Application and download. Type your responses to the questions using Microsoft Word and attach the related information requested by the Angus Foundation.

Never respond "N/A". We consider all questions to be applicable. If the answer is "none" or "no," then state.

Print the form and mail it via USPS standard mail, email, or deliver in person with the required attachments to:

Mark McCully
Vice Chairman of the Board
Angus Foundation
3201 Frederick Avenue St.
Joseph, MO 64506
MMcCully@angus.org

I. ORGANIZATION INFORMATION

- A. Legal name of the organization - The name of the organization must be the same as the name on the IRS letter that states your organization has tax exempt status.
- B. Employer identification number.
- C. Physical address of the organization – The IRS letter should also reflect the current address of the organization.
Mailing address of the organization - All correspondence will be sent to this address.
- D. Telephone Number – Please include the area code.
Fax Number – Again, please include the area code.
- E. Contact information – List the name and title of the person to whom questions regarding the proposal should be addressed. The person named should be an employee or board member of the organization, not an externally hired consultant. You are responsible for forwarding any correspondence to the appropriate personnel within given deadlines.

Phone number – Please include the area code

Email Address – This is the address to which communication regarding the proposal could be sent.

- F. Please include the name of the CEO of your organization, if it is different than the contact name given previously.
- G. Beginning date of organization.
- H. Mission Statement and Vision Statement – Please list your organization’s most current mission and vision statement. A vision statement “answers WHERE we want to go/be”.
- I. Brief description of your activities and the people and geographic area your organization serves. Provide one or two sentences to describe the organization. An opportunity exists within the body of the proposal for expansion of the topic, but this summary acts as the introduction of the organization to the reader. Assume the reader knows nothing about your organization. (25 word limit)

II. PROJECT INFORMATION

State total amount of project and funding amount being requested.

III. EXECUTIVE SUMMARY OF YOUR REQUEST

This should be a succinct and persuasive summary of the request. The summary forms the reviewers’ initial impressions of the application and provides a framework for the readers to visualize the project. The remainder of the proposal serves to deepen and amplify the vision. Pretend that this is the one chance to state your case to someone who knows nothing about your organization or project, so clearly and concisely summarize all key information. Please observe the word limitation (100 words).

IV. REQUIRED ATTACHMENTS

Please read the list of required attachments carefully and affix accordingly to your Application for External Funding Requests when submitting funding request to the Angus Foundation.

Angus Foundation
Application for Youth and Education Related
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I. ORGANIZATIONAL INFORMATION:

- A. Legal name of the organization:
- B. Employer identification number:
- C. Mailing address of the organization:

Physical address of the organization: (If different than above)

- D. Telephone number: Fax number:

- E. Contact name:

Contact title:

Contact phone number:

E-Mail address:

- F: CEO name if different from contact:

- G: Year the organization began:

- H: Mission statement (20 words or less):

Does your organization have a vision statement?

If so, what is it? (25 words or less):

- I. People served:

- 1. A brief description of your activities and the people and geographic area you serve (25 words or less):

II. PROJECT INFORMATION: (See Instructions)

- A. Total project cost:
- B. Amount requested:

III. REQUIRED ATTACHMENTS: (DO NOT RESPOND ON THIS PAGE)

- A. A cover letter signed by chief executive officer *and* board chair addressed to Mark McCully, Vice Chairman of the Angus Foundation Board of Directors.
- B. A one to two page description of your *organization* (not project).
- C. A three to four page narrative description of your *project* (not your organization) including the following:
 - 1. An account of the problem or need.
 - 2. An explanation of how the project will solve or alleviate the problem.
 - 3. A summary of how the project relates to or helps fulfill your mission.
 - 4. An account of your organization's qualifications to address that problem or need.
 - 5. A list of anticipated outcomes of the project.
 - 6. A time frame for the project.
 - 7. A description of how ongoing or future needs will be funded after the project is funded.
- D. A *line-item budget* for each year of the project (if multiple years required to complete project).
- E. A list of secured funds and pledges for this project.
- F. A list of all outstanding requests and their amounts for this project.
- G. A list of other potential sources of funding, if any, for this project.
- H. A *complete* copy of the IRS tax exempt determinations letter stating that your organization is not a private foundation and that it has Internal Revenue Service Code section 501(c)(3) status.
- I. A copy of your organization's most recent audit (within the last two fiscal years.)