

**Gardiner Howland Shaw Foundation**  
*Grant Application Cover Sheet*

Organization name: \_\_\_\_\_

Date of application: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

Director: \_\_\_\_\_

Contact person and title (if not Director): \_\_\_\_\_

Grant request: \$\_\_\_\_\_ Period grant will cover: \_\_\_\_\_

Project title (if project funding is requested): \_\_\_\_\_

Type of request:

general support                       start-up costs                       project support

other: \_\_\_\_\_

Total project budget (if request is for other than general support): \$\_\_\_\_\_

Total organizational budget (current year): \$\_\_\_\_\_

Starting date of fiscal year: \_\_\_\_\_

Summarize the organization's mission: (2-3 sentences):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Summary of project or grant request (2-3 sentences):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Gardiner Howland Shaw Foundation

### Grant Application Project Budget

Budget for the period: \_\_\_\_\_ to \_\_\_\_\_

<b>EXPENSES</b>			<b>REVENUE</b>	
<u>ITEM</u>	<u>AMOUNT</u>	Position & % of time on project	<u>SOURCE</u>	<u>AMOUNT</u>
Salaries & wages (breakdown by individual position and indicate % of time spent on the project)	\$ _____ _____ _____ _____	_____ _____ _____ _____	Government grants and contracts	\$ _____
Fringe benefits & payroll taxes	\$ _____		Foundations	\$ _____
Consultant & professional fees	\$ _____		Corporations	\$ _____
Travel	\$ _____		Earned Income	\$ _____
Equipment	\$ _____		United Way, Combined Federal Campaign & other federated campaigns	\$ _____
Supplies	\$ _____		Individual contributions	\$ _____
Printing & copying	\$ _____		Fundraising events & products	\$ _____
Telephone & fax	\$ _____		Membership income	\$ _____
Postage & delivery	\$ _____		In-kind support	\$ _____
Rent & utilities	\$ _____		Other (specify)	\$ _____
In-kind expense	\$ _____		_____	\$ _____
Other (specify)	\$ _____		_____	\$ _____
_____	\$ _____		_____	\$ _____
<b>TOTAL EXPENSE</b>	<b>\$ _____</b>		<b>TOTAL REVENUE</b>	<b>\$ _____</b>
			<b>BALANCE</b>	<b>\$ _____</b>