

Application Guidelines

Grant applicants are requested to contact the foundation by telephone to discuss their ideas prior to submitting written material. If appropriate, we will ask that you send us a concept paper that describes your organization, the purpose for which you are seeking funds, a preliminary budget and evidence of tax-exempt status. After the concept paper is reviewed, a determination will be made regarding the need to submit a full proposal.

All full proposals must contain the following information:

- What do you want to do?
- Why is your proposed work important?
- Why are you qualified to do the proposed work?
- How does your proposed work relate to the foundation's mission and priorities?
- What is the methodology? (how is the work done)
- How will you determine success?
- How long will you need the foundation's assistance?

Requested Attachments:

- Grant application cover sheet
- Current list of Board of Directors and their professional affiliations
- Brief profile of staff involved in the proposed work
- Completed budget forms
- IRS determination letter
- Most recent audit and completed Form 990

The Shaw Foundation accepts the Associated Grantmakers Common Proposal Format, but be sure to include the information requested above.

Proposal Deadlines

Proposals should be mailed to the following address and are due no later than February 1st.

Gardiner Howland Shaw Foundation
Lincoln Place
10 Lincoln Road 2nd Floor
Foxboro, Massachusetts 02035
Attn: Executive Director

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 _____

EXPENSES			REVENUE	
<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)	\$ _____		_____	\$ _____
_____	\$ _____		_____	\$ _____
TOTAL EXPENSE	\$ _____		TOTAL REVENUE	\$ _____
			BALANCE	\$ _____