



Season for Sharing Grant Request Form

Deadline: Dec. 30, 2012

Please limit grant request detail to these three pages.

Please follow directions carefully

If you do not use this form or do not follow directions, your grant request will automatically be disqualified.

Do not print the form and fill it in, do not cut and paste. Download this form and use it. Be sure and enclose supporting documents (P.4).

Applicant Organization Contact Information

Organization name:

FEIN (IRS tax exempt #):

Mailing address:

City:

State:

Zip:

Telephone: ()

Fax: ()

Organization website:

Address of program if different from mailing address:

Executive director:

Email:

Grant contact name and title:

Grant contact telephone:

Grant contact fax:

Grant collection email:

Have you received past grants from Season for Sharing and/or Gannett? Yes ☐ No ☐

List years and amount of last 10 years



Organization Profile Form

Please keep responses to this page.

Organization name:

Year established:

Organization mission statement:

(300 character max.)

Primary programs and services:

Annual numbers served:

Organization Staffing & Management	Number		Number
Full-time employees		Full-time volunteers	
Part-time employees		Part-time volunteers	
Contracted employees			

Length of time the current executive director has been with the organization? _____

Number of current board members? _____

Number of times the full board meets annually? _____

Percentage of board that regularly attends board meetings. _____

Percentage of board that contributes to your organization. _____

Average board member contribution. _____

Applicant Organization Financial Information	
Total annual organization budget	
Fiscal year (month/year)	to
If applicable, organization's endowment value	

In the table below, estimate the percentage of your organization's budget from each of the following income sources. The total should equal 100%.

Board member contributions		Government contracts and grants	
Other individual contributions		Investment and interest income	
Foundation and corporations		Net from special events	
Admissions and service fees		Other:	

1. Describe any significant changes that have occurred in your organization in the past 12 months.

(Ex. Changes in organization leadership, board, programs, or how you address gaps in service.) (300 character max.)

2. Describe any significant changes in the financial status of your organization in the past 12 months. (300 character max.)



Program request type (check one):

- ☐ Program
☐ Operating

Grant Request Amount	
A. Total cost of the proposed activities	
B. Total dollars committed to date	
C. Request to the Season for Sharing fund	

1. Briefly describe your agency. (600 character max.)

2. Briefly describe the proposed request.(600 character max.)

3. What problem or need does the proposed request address?(600 character max.)

4. Describe who will be impacted by the proposed grant and indicate the number of individuals that will benefit from the proposed grant request. (600 character max.)

5. How will you measure success - please be specific. (600 character max.)

Date Submitted:



Materials to Support Application

Please include 3 copies of the following documents with your completed application. Indicate that these documents are included in your application by checking the appropriate boxes below and returning this page with your application packet.

Applications submitted without these materials will be considered incomplete.

- ☐ Certificate of Indiana Tax Exempt Status (ST-105) form completed by an officer of your organization indicating that your tax exempt status is current.
- ☐ Most recent IRS 501©(3) tax exempt determination letter.
- ☐ Most recent audited financial statements or IRS Form 990.
- ☐ Line-item budget for the organization for the year of the grant request. Also include a line item program budget, if the proposal is for a specific program.
- ☐ A list of members of the board of directors of the organization, including principal business or professional affiliation of each. This should be condensed to one side of one sheet of paper. Addresses and phone numbers need not be included.
- ☐ A list of the five largest grants received from corporations and /or foundations during the same fiscal year of the audit or 990 included with this application. Include the dollar amount contributed by each corporation and foundation, and provide the total amount contributed by each corporation at the end of the list. Do not include in-kind donations, or contributions made by individuals or government.
- ☐ Progress Report (If you have received a previous grant.)
- ☐ Annual report (If available)

Please deliver three (3) copies of your request to:

Season for Sharing Grants
The Indianapolis Star
307 N. Pennsylvania St.
P.O. Box 145
Indianapolis, IN 46206-0145

If you have questions or any problems in completing the application, please contact Myrta Pulliam, 317-444-8008 or myrta.pulliam@indystar.com

Incomplete applications (including failure to follow instructions) will not be considered for funding.