

Lloyd K. Johnson Foundation

~Short Form Application~

*(To use the Short Form application process, nonprofit organizations **must first** submit a Letter of Intent to the Foundation and be invited to submit the Short Form. Projects must be under \$2,000 to use the Short Form application)*

[Click here for application submission instructions.](#)

ORGANIZATIONAL INFORMATION

Today's Date: _____

Name of Organization: _____

Legal Name if Different: _____

Address: _____

City State Zip Code

Employer Identification Number (EIN): _____

Phone Number Fax Website

Name of Top Paid Staff: _____

Title Phone Email

Contact Person Regarding this Application: _____

Title Phone Email

Is your organization an IRS 501(c)(3) not-for-profit? _____ Yes _____ No

If No, is your organization a public entity/unit of government? _____ Yes _____ No

If No, list name and address of fiscal sponsor (the fiscal sponsor will be required to submit a Fiscal Sponsor Agreement form available from the Foundation).

Fiscal Sponsors EIN number: _____

PROPOSAL INFORMATION

- 1. Please provide a brief summary of the organizations history, mission, goals and current programs.**
- 2. Please describe the opportunity, challenges, and issues or need that your current proposal addresses.**
- 3. What are the specific activities that you are seeking funding for and who will carry out those activities?**
- 4. When will the activities take place and how will the activities benefit the community?**
- 5. How will you evaluate the success of the project?**

BUDGET INFORMATION

1. What is the dollar amount that is requested? \$ _____
2. What is the total budget for the project? \$ _____
3. Please provide a budget for the project which includes secured and anticipated income sources and a listing of all expenditures.

INCOME

Source:	Amount
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL INCOME:	\$

EXPENSES

Item:	Amount
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL BUDGET:	\$

Please provide the following items with your application:

- ✓ A copy of your current IRS determination letter (or the fiscal sponsor agreement), indicating your tax-exempt 501 (c)(3) status.
- ✓ Your most recent audit or Form 990.
- ✓ A list of board members and their affiliations.

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SUBMIT YOUR APPLICATION

Completed applications may be submitted via email or by postal mail.

To submit your completed application via **POSTAL MAIL, follow these steps:**

- 1.) Open the PDF document.
- 2.) Enter the required information in the fields provided.
- 3.) Print the completed application.
- 4.) Mail your completed application, along with supporting documents, to:
Lloyd K. Johnson Foundation
130 West Superior Street, Suite 520
Duluth, MN 55802

To submit your completed application via **EMAIL, follow these steps:**

- 1.) Open the PDF document.
- 2.) Enter the required information in the fields provided.
- 3.) Save the document to your computer.
- 4.) Email the completed PDF application with your saved changes to:
jgardner@lloydjohnsonfoundation.org

The completed application PDF should be submitted as an attachment to your email. Please use “Short Form Grant Application” for the subject line of your email. You may include supporting documents in PDF format along with your application, or you may submit them by postal mail to the address shown above.

If you have questions or need assistance with your application, please contact Lloyd K. Johnson Foundation at 218.726.9000 or jgardner@lloydjohnsonfoundation.org.