

**R. HAROLD BURTON FOUNDATION
GRANT APPLICATION**

Date: _____

NAME OF YOUR ORGANIZATION: _____

GRANT AMOUNT SOUGHT ON THIS APPLICATION: _____

Street Address:

Mailing Address:

City/State/Zip:

Chair Person of your Board:

Organization Head:

Title:

Phone: _____ Ext: _____

E-mail _____

Contact Person:

Title:

Phone: _____ Ext: _____

E-mail _____

1. Purpose of your Organization (one paragraph):

2. Program/Project Description (not to exceed 200 words):

3. Which area of the Foundation's focus does this grant support?
☐ Education ☐ Science ☐ Literacy ☐ Health and Human Services

4. Does the program/project primarily serve individuals in the greater Salt Lake Metropolitan area? Yes No (circle one)

Explain the program/project's target population, including number of individuals served, demographics, and service area. (One short paragraph)

5. Number of paid staff employed by your organization: _____

6. Key staff positions and annual salaries: *(This information will be kept confidential.)*

Name and Title:	Annual Salary:
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

7. Request:

- Grant amount sought on this application: \$ _____
- Total cost of project/program(s) for this grant: \$ _____
- Annual operating budget of your organization \$ _____
- Previous annual dollar support for your organization
from the Burton Foundation Year _____ \$ _____
Year _____ \$ _____
Year _____ \$ _____

8. Project timetable: Begins (month/year): _____ Ends (month/year): _____

9. Requested funds needed by: (month/year): _____

10. Committed Donors:

List all individuals and organizations (both public and private), who have made a contribution (cash or in-kind) or a firm pledge, toward this project/program. Also list the amount contributed or pledged.

Name of Committed Donor:	Amount Pledged or received:
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

(Use an attachment if necessary)

Total contributed/pledged to this project/program to date: \$ _____

- 11. Names and profession of Board Members for your organization:**
(Please do not include addresses or other information. Use a separate page if necessary.)

12. Financial Information:

- Attach a detailed budget for the program/project for which you are requesting a grant.
- Attach the current year's annual budget for your organization.
- Attach the most recent audited financial statements for your organization.
- Name of individual or organization preparing these financial documents:

Name:

Address:

Telephone:

Name of Primary Contact:

- 13. Attach an IRS 501(c)(3) Exemption Letter with your organization's Tax ID Number.**

- 14. Attach a copy of Form 990 (page 1) and Schedule A of your organization's most recent tax return. Do not include other schedules unless otherwise requested.**

Signed: _____ Title: _____

_____ Title: _____