

The Tom & Frances Leach Foundation, Inc.  
\* GRANT APPLICATION \*

## Contact Information

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**Full Legal Organization Name**

**Street Address**

**City**

**State**

**Zip Code**

**Organization Website**

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**Executive Director**

**Phone Number**

**E-Mail Address**

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**Contact Person**

(if different)

**Title**

**Phone Number**

**E-Mail Address**

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## Organization Information

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**501(c)(3)?**

Yes

**Year Established**

No

**Place of Incorporation**

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**Organization Annual Operating  
Budget**

**Total # of Board Members**

**Total # of Staff**

**Total # of Volunteers**

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**Organizational Mission  
Statement/Purpose**

**Brief Description of  
Organization**

**Other Organizations**  
(list any other organizations in  
the area with a purpose similar  
to this organization.)

**Population Served**  
(indicate the geographical area  
and population this  
organization serves.)

# Proposal Request

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**Program / Project Name**

**Total Program/ Project Budget**

**Requested Amount**

**Percent of Total Budget**

**Type of Request**

**Grant Period From**

**Grant Period To**

**Multi-Year?** Yes  
No

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Describe Project (describe the project or program for which funds are being sought, the need the project intends to address and the proposed time period of the project. If you need additional space, please send additional attachment.

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Describe Plan (describe the plan by which the results of this project will be determined and evaluated.

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Capital Request - If this is a Capital Campaign (please describe the item or items needed and the respective costs, the components of the drive and the separate dollar goals.)

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Additional Sources (indicate additional sources from whom funds for this project are being sought.)

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Levels of Support (please list major sources and levels of support of the past two years.)

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# Financial Information

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Previous year's annual operating budget.

Projected next year's operating budget.

Organization's Audit. Yes

No

Organization's Tax Document. Yes

No

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**Signed Statement:** a statement signed by a duly authorized officer of the organization, verifying that there is no pending or threatened judicial or administrative action or proceeding which if determined adversely to the organization could result in the termination of the organization's tax exempt status.

**This statement will only be accepted when signed by the President, Vice President or Secretary/Treasurer.**

## REQUIRED DOCUMENTS:

Please attach the following documents separately, and label "Appendix A", B, C, etc., when submitting this application:

Appendix A: a copy of the IRS ruling showing the tax exempt status of the organization including a copy of the ruling that the applicant is not a private foundation.

Appendix B: current list of Board of Directors.

Appendix C: the current annual operating budget.

Appendix D: a complete budget for the project.

Appendix E: an audited financial statement of the previous year's activities. An audit older than 2 years, will not be accepted..

Appendix F: the latest copy of your 990 tax return. A 990 tax return 2 years old or older will not be accepted.

Appendix G: signed statement by officer.

Applicants can apply for the Leach Foundation Grant each fiscal year. Submissions are due the 30th of June.