

DWIGHT STUART YOUTH FUND

■ GRANT APPLICATION GUIDELINES ■

Check Off
When Complete

- 1) **APPLICATION COVER SHEET**
Complete the enclosed form.
- 2) **NARRATIVES**
- A. Organization Summary: A brief description of the organization's history, mission, objectives, and activities. Give a demographic and geographic description of the population the entire organization serves including the ages and number of children and youth.
- B. Program (or Project) Description:
1. Describe the program for which funding is sought. Include a description of the children and youth population(s) that will be directly served.
 2. Describe the specific components and activities of the program and how they will be executed.
 3. Describe how you will measure the success of the program.
- C. Program Staff: Biographical paragraphs on the key staff who runs the program. Describe their roles and include a job description if you are requesting funds for additional staff.
- D. Governing Board List: A list of the governing board members including their business, professional, and community affiliations. Note how often the board meets and the governing structure.
- 3) **BUDGETS (Projected budgets will be accepted in lieu of approved budgets, but approved budgets must be forwarded to us immediately upon approval)**
- A. Program (or Project) Budget: A detailed line item budget for the program for the year we would fund it.
- B. Other Financial Support: List the names and amounts of other financial support for this program in the year we would fund it. Include (1) amounts approved, (2) amounts pending, and (3) amounts you plan to ask for. These figures should total to approximately your program budget.
- C. The Entire Organization's Budget for the Year We Would Fund It: Itemize sources of revenue and expenses for the year that you will be using the requested grant.
- D. The Entire Organization's Budget for the Previous Year: Itemize sources of revenue and expenses.
- 4) **OPTIONAL SUPPORTIVE MATERIAL**
(These are not requirements and including / not including these materials will NOT affect our grant making decision.)
- A. *Relevant articles or reviews, brochures, pictures, and research studies about your organization. Limit your selection of materials to those that best represent the achievements of your organization.*

If any of the required boxes are NOT checked, please explain why this information cannot be provided.