



Preliminary Grant Application

Every grant considered by The James Foundation must begin with a Preliminary Grant Application. You will be notified of the Foundation's decision regarding submission of a full proposal and assigned a Program Manager to work with through the grant partnership.

GRANT PARTNER INFORMATION

Organization's Legal Name _____

Address _____

Primary Contact _____ Title _____

Telephone _____ Fax _____ Web site _____

Email _____

Board Chair _____

Year Organized _____ Number of paid, full time employees _____ # part time _____

Is this grant for a nonprofit organization? Yes _____ No _____

Has the organization received an IRS approval letter of 501(c)3 exempt status? _____

If yes, please be sure to attach a copy of approval letter.

What is the organization's Employer Identification Number (EIN)? _____

ABOUT YOUR PROJECT

Project Name _____

Project Start Date _____ Project End Date _____

What is the total budget for this project? _____

What is the amount the organization is requesting from the Foundation? _____

Please select The James Foundation focus area that best matches your request.

Education _____ Community _____ Faith _____

Please submit the following information and limit each response to approximately 2000 characters.

ORGANIZATION NARRATIVE

- Provide an introduction to your organization and its mission. Describe the overall purpose of your organization. You may also highlight any notable accomplishments that will give a sense of your organization.
- Describe your organization's target population, Board composition and role in the organization, and staff composition and its role in the organization.

PROGRAM NARRATIVE

- Describe the purpose of your request and how it fits into The James Foundation mission and focus. Specify what you propose to do with the Foundation's grant funding and what positive, measurable differences the organization expects if successful.
- What specific problems will this proposed Grant Partnership address in the organization or community? Include any applicable statistics, research or identified community priorities that strengthen your proposal. How would support strengthen your organization?
- What is the geographic area and / or population to benefit from this proposal? Who will be impacted by proposed grant program?
- List and describe what the organization intends to accomplish if proposal is successful. List principal staff that will be working on the program and their qualifications.
- List any additional resources for funding this proposal that have been secured and requested.

Submit this application and requested information along with a cover letter to:

The James Foundation, Inc.
P. O. Box 606
Auburn, Indiana 46706

or via email to kklink@thejamesfoundation.org

Someone from The James Foundation will confirm receipt of the Preliminary Grant Application and will continue to be in touch with questions the Foundation has about the application.