

Detailed Format

-Your Letterhead- (Organization Name...Etc.)

Date: 00/00/00

From: Name & Address Grant Applicant, Contact Info, et al.

To: Baiardi Family Foundation, Inc.

Re: Nature of Grant Application

Paragraph Text...Please provide us with a detailed *and to the point narrative* describing your grant request, including the amount (\$) requested.

Please address the following:

- The specific project or need.
- A discussion of your organization, it's goals and objectives, past and present.
- Describe your organization's tax-exempt status.
- How your request relates to the "Mission of the Foundation"
- Please address the financial (\$) relationship of this request to the total fund raising for this project or need. In other words, what percentage does this request represent in relationship to your fund raising goal.
- What is your timeline?
- Include names and contact information of those individuals who might provide background and additional support for your request.

*Additional Documentation Required:

IRS Determination Letter indicating your organization's 501(c)(3) status.

Signature and Title

(The above is by no means to be considered specifically limiting. It is merely a guide to the type of information that the Foundation Board considers when reviewing a grant request.)

Please contact us if you have any questions.

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