

# The Pott Foundation Grant Application Form

Date: \_\_\_\_\_

**Applicant:** \_\_\_\_\_  
(Name as it appears on IRS Determination Letter; also include commonly used name, if different.)

**Address:** \_\_\_\_\_  
Street City State Zip

**Contact Person:** \_\_\_\_\_  
Name Email Telephone FAX

Authorized Signer and Title

Print Name

**NOTE: Do not use print smaller than this 10-point type!**

- 1. Amount requested from Foundation.** \_\_\_\_\_
- 2. Provide a brief description of your organization and its primary objectives. You may attach additional information, such as informational handouts or newspaper or magazine articles, if appropriate.**

Date established: \_\_\_\_\_ No. of paid employees: \_\_\_\_\_ No. of currently active volunteers: \_\_\_\_\_

- 3. List previous grant applications to the Foundation during the past three years.**

<u>Date of Application</u>	<u>Purpose</u>	<u>Amount Requested</u>	<u>Amount Approved</u>
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- 4. Fully describe the general purposes, specific objectives and duration of the program for which you are seeking funds. How was the need for this program determined and how will this program respond to the needs? Describe the program evaluation plan and how you will judge the success of the program. You may include up to one additional page in describing this program.**

- 5. What is the total amount needed for this program?** \_\_\_\_\_

**List other sources of support to which you are making application for this program:**

<u>Source</u>	<u>Amount Requested</u>	<u>Current Status</u>
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## 6. General financial information:

Please provide detailed financial information for your organization for the last two complete fiscal years and the current year. You may attach copies of summary financial statements and current budgets for the periods required or you may complete the following schedules.

	<u>Second Prior Fiscal Year</u>	<u>Latest Fiscal Year</u>	<u>Current Annual Budget</u>
<b>Revenues</b>			
Fees, admissions and other earned income (other than government contracts)			
Government programs			
Interest and other investment income			
United Way			
Memberships and individual gifts			
Foundation grants			
Corporate grants			
Other			
Total			

List below the names and amounts of your five largest sources of revenue in the latest fiscal year.

	<u>Second Prior Fiscal Year</u>	<u>Latest Fiscal Year</u>	<u>Current Annual Budget</u>
<b>Expenditures</b>			
General and administration			
Program			
Fundraising			
Property, plant and equipment			
Other			
Total			

## 7. You must attach the following documents.

- a. Your organization's IRS 501(c)(3) Determination Letter and any other correspondence from the IRS regarding your 501(c)(3) status.
- b. List of names of Board of Directors.
- c. List of current officers.
- d. Your organization's latest annual report.

## 8. When completed, return form to:

**The Pott Foundation**  
**The Private Client Reserve at U.S. Bank, N.A.**  
**Carol Eaves, SL-MO-CTCS**  
**10 North Hanley**  
**Clayton, MO 63105**

**DEADLINE DATE: APRIL 1**

[www.pottfoundation.org](http://www.pottfoundation.org)