



APPLICATION FORM

PART ONE

GENERAL INFORMATION

Date: _____

ORGANIZATION SUBMITTING REQUEST

Name: _____

Address: _____

Phone: _____ Fax: _____

E-mail: _____ Web Page: _____

CONTACT PERSON

Name: _____

Phone: _____ Fax: _____ E-mail: _____

TITLE OF REQUEST: _____

TOTAL BUDGET FOR PROJECT: _____

AMOUNT REQUESTED IN THIS GRANT: _____

PART TWO

PROJECT INFORMATION

Please provide the following information as concisely as possible:

- Identify the community need or problem which this project will address.
- Provide a description and goal of the project. Explain how this project will address the need or problem.
- Will the project proceed if you receive a partial grant? If so, how will you raise the remainder of the funds needed?

NOTICE

IT IS PARTICULARLY IMPORTANT TO NOTE THAT THE FOUNDATION PROVIDES FUNDING SPECIFICALLY FOR TANGIBLE PROJECTS. FUNDING FOR CONSTRUCTION PROJECTS AND EQUIPMENT PURCHASES IS TYPICAL OF THE TYPE OF GRANTS PROVIDED. THE FOUNDATION DOES NOT PROVIDE FUNDING FOR ADMINISTRATIVE OR OPERATING EXPENSES.

PART THREE

NARRATIVE

In no more than two pages, please provide the following information.

I. Organizational Background

- Briefly describe the mission, activities and history of your organization.

II. Grant Description

A. For New Construction or Renovation of Existing Building Projects:

- Please describe who holds, or will hold, title to the land and/or building. How was the land and/or building acquired?
- Do you have proper clearance and approvals from zoning and other state and local groups?
- Do you have support of local neighborhood groups, historic districts and other groups that may be affected by this project?
- Include a project timeline that details when fundraising began, the duration of the campaign and when you expect that the actual renovation/construction will conclude.

B. For Technology Improvements:

- What new advantages will this technological investment provide?
- Include a project timeline.

C. For Furnishings/Equipment/Vehicles:

- Describe what you propose to purchase and why the purchase is necessary.
- Include a project timeline.
- For vehicle requests, please provide an inventory of current vehicles in service. Also provide year, model, mileage and condition of existing fleet.

PART FOUR

FINANCIAL AND OTHER INFORMATION

Please attach the following:

- A detailed, itemized project budget that includes revenues and expenses.
- A list of contributors to this project by category (i.e. individual, government, corporate and foundation) or by giving level and the total amount of contributions and pledges raised.
- A copy of your IRS Determination Letter.
- Board of directors list with mailing addresses and primary professional and/or civic affiliations of each member.
- Most recent financial statements, to include an income statement, balance sheet and current operating budget, including revenues and expenses. Please note that all financial information must be less than one year old.

The Loeb Foundation receives many grant applications. It is EXTREMELY IMPORTANT that all of the requested information be submitted for your application to be considered.

Mail or Deliver Five Copies of all materials to:

**The Jesse and Rose Loeb Foundation
Attention: Thomas Kirk, Executive Director
21 Main Street
P.O. Box 803
Warrenton, VA 20188**