



The Irene E. & George A.
Davis Foundation

Grant Application

Organization Information

Organization Name: _____

Organization's Mailing Address: _____

City: _____ State: _____ Zip: _____

Executive Director/CEO: _____

Executive Director's Telephone Number with Extension: _____

Fax Number: _____

Executive Director's E-mail Address: _____

Organization's Website Address: _____

Total Annual Organizational Budget: _____

Fiscal Year End: _____ / _____ / _____

Date of Last Audit: _____

Most recent audited financials must be attached or a copy of your organization's Form 990 if audited financials are not available.

Date of 501©(3) Certification: _____ / _____ / _____

(copy of IRS letter must be attached)

Federal Tax ID #: _____

Type of Grant Request:

Operating Capital Program/Project

Organizational Capacity Building: _____

(see page 4)

Other (please identify):

Geographic Area

Served by Organization: _____

Organization’s Mission Statement:

Description of Organization, including list of main programs/projects:

Proposal Information

Name of Project/Program: _____ Time Period of Project: _____

Geographic Area Served by Project: _____ Target Population Served by Project: _____

Total Project Budget: _____ Requested Amount: _____

% of Project Funding being requested from the Davis Foundation: _____

List all other funding sources from which you have attempted to secure support (including the result/status of each request)

Organization:	Status			Amount
	Pending	Approved	Declined	
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Submitted by: _____
Signature of Organization’s Executive Director/President

Please print or type name of Executive Director/President

Date

To be completed for all grant requests, except **Organizational Capacity Building Grants*** (* see page 4)

Proposal Narrative

Please attach a 3-5 Page Proposal Narrative
Outlining the following:

- Description of Proposed Program/Project
- The issue this program/project will address; What gap in community services will be addressed by this project?
- How does this program/project further your organization's mission?
- Why is your organization uniquely suited to offer this service?
- What is/are the measurable goal(s) and objective(s) of this program/project?
- How will you measure the outcome(s) of this program/project?
- What other organizations are participating in this program/project?
- How will you sustain this program/project after Davis Foundation support?
- List other agencies carrying out similar programs/projects.

Application Procedures and Attachments

One unbound, stapled complete set of the following should be submitted:

- Application Form
- 3-5 Page Proposal Narrative
- Project Budget Details
- Copy of most recent audit
- Operating Budget of Organization
- IRS 501©(3) Determination Letter
- Names and Affiliations of Governing Board
- An Annual Grant Report must be received for prior grants before a new proposal will be considered

Submission Schedule

Applicants are invited to submit proposals at anytime throughout the year. However, to ensure that a request is considered at a particular trustee meeting, proposals must be received by the following dates:

Meeting Date	Deadline Date
March	February 1st
June	May 1st
September	August 1st
December	November 1st

Mail Completed Application To:

Irene E. and George A. Davis Foundation

One Monarch Place, 14th Floor, Suite # 1450
Springfield, Massachusetts 01144-1450

Tel: 413-734-8336

Fax: 413-734-7845

E-Mail: HYPERLINK mail to: info@davisfdn.org
info@davisfdn.org

Web Site: HYPERLINK <http://www.davisfdn.org>
www.davisfdn.org

Organizational Capacity Building Grants (OCB)

Proposal Narrative

Please attach a 2-3 Page Narrative outlining the following:

- Description of the problem and/or situation the organization will address through this process
- Type of organizational assistance you are seeking
- What you expect to accomplish through this project
- How the project will enhance your ability to implement your mission
- Involvement of staff and governance board in the project
- How you will measure the impact/outcome of this project
- If requesting funds for a consulting project, please include name, address, and background information on your consultant. Please outline the process you used to select the consultant, and indicate why you selected this provider.

Application Procedures and Attachments:

One unbound, stapled complete set of the following should be submitted:

- Application form
- 2-3 page Organizational Capacity Building Proposal Narrative
- Project Budget details, outlining consultant's costs, as well as other project-related costs.
- Copy of most recent audit
- Operating budget of organization
- Names and affiliations of governing board
- Consultant bid(s)
- Resume and/or background information on the consultant and the consulting firm

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