



All inquiries and grant requests should be emailed to dkent@galvanfdn.org and addressed to the President, T. Eric Galloway. Interviews are initiated by the Foundation. A letter of inquiry summarizing the request and stating the dollar amount of the required funding should precede the submission of a full proposal. A full proposal should incorporate the following elements.

1. Cover Letter

This summarizes in no more than two pages what is being requested, the objectives, and significance of the proposed program and the major activities planned.

2. Cover Sheet

Includes:

- Date of application
- Name of contact, with phone and extension numbers and e-mail
- Name of organization, address, and phone with website address
- Purpose of the proposal in two paragraphs (or less)
- Amount of the request
- The amount of the total project budget and future funding plans, if applicable
- The amount of total agency-wide organizational budget for current year and year previous

3. Proposal

The proposal itself should not exceed five pages and may be shorter. It should include:

- A detailed description of the program design and what is to be accomplished during the proposed grant period
- A statement of the qualification or capabilities of the organization to carry out the proposed project
- A description of how the project will be evaluated
- A budget noting all planned expenditures, sources of income, anticipated income, and plans for future fund raising for the project, if applicable.



Grant Application Procedure

4. **Additional Documentation**

Each proposal must be accompanied by a copy of the Internal Revenue Service letter indicating tax-exempt (501 c3) status; also the most recent financial statement (preferably audited); a current organizational operating budget; a list of directors and officers of the organization; and the latest annual report. Applicants may also include relevant publications or news articles.