



## The Andrea-Mennen Family Foundation

*If one child can make a difference, imagine many...*

### **Grant Application Procedure**

Grant applicants must submit a one or two page letter of inquiry that contains the following:

- Purpose and History of the organization that includes mission and goals..
- Goals and objectives of the project for which funding is being sought, and the population it serves.
- Current status of the project.
- Why is the program unique? Why is it needed?
- Describe what changes will occur as a result of your program.
- Describe your plans for sustaining the program after the grant.
- Organization's annual budget and detailed project budget with 2-3 different levels amount requested.
- Copy of the organization's IRS exemption letter. An applicant must have obtained a 501(c)-3 determination letter as being a public charity prior to submitting an application.
- Current Board of Directors, listing business address and occupations.
- You must also complete the "**Quick Overview**" application.
- Grant request must be sent to the following:

***The Andrea-Mennen Family Foundation (TAFF)***

***5508 Linmore Lane***

***Plano Texas 75093***

***Att: Mr. Rudy Andrea***



**The Andrea-Mennen Family Foundation**

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## “Quick Overview”

Organization name: \_\_\_\_\_ Date: \_\_\_\_\_

Tax ID number \_\_\_\_\_ Date incorporated \_\_\_\_\_

Address: \_\_\_\_\_ City, State & Zip: \_\_\_\_\_

Contact Person & Title \_\_\_\_\_ Phone No. \_\_\_\_\_

Project Title: \_\_\_\_\_ Project Purpose: \_\_\_\_\_

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Is this a new project YES \_\_\_\_\_ NO \_\_\_\_\_

Is this an on going project and if so why and what is your projected cost for the next 5 years

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Have you secured other funding for this project YES \_\_\_\_\_ NO \_\_\_\_\_

If YES how much and what percentage does that reflect of the overall project cost:

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Organization overall fund raising cost: \$ \_\_\_\_\_ % \_\_\_\_\_

Administrative overall costs: \$ \_\_\_\_\_ % \_\_\_\_\_

Type of grant requesting: \_\_\_\_\_

Amount \$ \_\_\_\_\_ Option 1 \$ \_\_\_\_\_ Option 2 \$ \_\_\_\_\_ Option 3

Principle source of support:

\_\_\_\_\_ % Individual contribution \_\_\_\_\_ % Foundations \_\_\_\_\_ % Corporations

\_\_\_\_\_ % Government Funding \_\_\_\_\_ % Other