

PLEASE NOTE:

Proposals must be accompanied by the Polk Bros. Foundation's application form. The list below refers to supplemental information and is provided as a reference for grantees of the Foundation applying for renewed funding. If your organization has not recently received a grant from the Foundation, a pre-application is required. Please see the Foundation's website for further information.

When drafting your proposal, please consult the Foundation's Program Area Guides, which identify our theory of change, describe strategies we support and list evaluation criteria used during the review process. These guides can be found on the Foundation's website ([www.polkbrosfdn.org](http://www.polkbrosfdn.org)).

PLEASE SUBMIT THE FOLLOWING DOCUMENTS:

1. A Polk Bros. Foundation **application form**.
2. A **proposal** of no more than eight pages completed in **11-point type** or larger addressing the following:
  - The core services provided by the organization.
  - The program for which funding is sought, including its target population, major components, number of clients served and average length of time individuals participate.
  - Criteria and methods used to evaluate the program and desired outcomes (e.g., knowledge gains, behavior change, placement rates).
  - If support is sought for a program not recently funded by the Foundation, please include information about the prior year's results, including the number of individuals served.
  - Personnel assigned to the program and their qualifications.
3. A **budget for the program** described in the proposal, showing projected expenses and sources of income.
4. A **budget for the entire organization** for the current fiscal year, showing projected expenses and sources of income.
5. The organization's most recent audited financial statement and, from that statement, a **breakdown of the total amount received from all private sources by:** (a) foundation and corporate support, (b) contributions from individuals, and (c) revenue from special events. Please enter this information on the "Itemized Revenue" tab in this document.
6. Itemized lists of **foundation and corporate donations** of \$2,500 or more, showing the specific dollar amount of each donation, **with a grand total**, for the most recently audited fiscal year and each subsequent year to date. Please note that a separate list is required for each year.
7. A list of the organization's **Board of Directors** and principal officers.
8. For organizations that have not previously received funding from the Foundation, a copy of the **Internal Revenue Service's determination** that the applicant is an organization described in Section 501(c)(3) of the IRS Code.

All proposals will be acknowledged in writing.