



PO Box 10366
Fort Smith, AR 72917

GRANT REQUIREMENTS

One set of all application documents are required. Our format preference for application documents is black typeface, on white paper, without permanent document bindings. All applications must include:

APPLICATION COVER SHEET (approved form provided by the Foundation) must be complete and signed by the senior corporate officer.

NARRATIVE – 5 to 7 pages preferred. Include the following:

- A brief history of your organization’s development and accomplishments.
- An overview of major programs and/or strategies, and how they further your mission.
- A full description of the project and how it furthers your organization’s mission.
- Evidence that the project for which funding is sought will address recognized community needs.
- Documentation to show that specific services or interventions in your proposal represent the most effective way to reach the greatest number of people who need the services or interventions.
- A description of the people the project serves or will serve directly (in addition to the total population in your target area). Please use actual numbers (vs. percentages) whenever possible and cite the sources for demographic data.
- The goals you have set for the project during the proposed grant period. If the project is funded by the Foundation, these goals will be considered expectations of your grant.
- A description of how you will track and record grant expenditures.
- A description of how you measure or will measure the impact of the project on participants and/or the defined service area. Which specific indicators of change do you or will you track and how often? Please describe your data collection system.

- Examples of how you have used information about your organization's impact to improve your organization's activities or strategy.

FINANCIAL DATA:

- A most recent IRS Forms 990, or the a most recent audited financial statement including, if issued, the independent auditor's management or reportable concerns letter, and the management response.
- If the most recent audit is more than six months' old, a recent unaudited balance sheet (assets and liabilities) and statement of income and expenses (preferably no more than three months' old).
- The current operating budget for the organization.
- The total project budget (approved format provided by Foundation).
- A complete list of all governmental and nongovernmental sources of income – \$25,000 per year or more – for your current fiscal year and future commitments. Feel free to annotate an existing list, but please indicate annual amounts, grant periods and which grants are restricted to the project.

OTHER ATTACHMENTS:

- Applicant's current IRS determination letter.
- A list of your Board members and their relevant experience.
- Profiles or resumes of key staff members.
- A description of staff and Board composition.
- Your most recent annual report, if not already provided.
- Articles from peer-reviewed academic journals, government publications, consensus reports from professional societies and other reports to show that the proposed services or interventions represent the most efficacious "best practices" to deal with the needs identified in the proposal.
- Reports, studies or other assessments that illustrate your project's priority among the health and wellness needs of the community.