



# Paul St. Martin Charitable Corporation

38 Commonwealth Avenue • Attleboro, MA 02703

## Grant Application General Summary

Organization Name and Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_  
Web Address: \_\_\_\_\_

Name of Executive Director: \_\_\_\_\_  
Name of Contact Person and Title: \_\_\_\_\_  
Program/Project Name (if applicable): \_\_\_\_\_

Purpose of Grant: \_\_\_\_\_  
Grant Period: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_  
Grant Amount Requested: \_\_\_\_\_

Signature of Executive Director: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name: \_\_\_\_\_



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## Grant Application Narrative

### I. Organization/Grant Applicant Summary and Background Information:

- a. Please provide a brief history of your organization and its mission. You may offer examples of current projects or past accomplishments.
- b. Please describe the educational and/or employment background of those leading the project/research.

### II. Purpose of Grant:

- a. Please explain the specific nature of your request and the size of the grant requested. Will the grant be used for general operations or for a specific project/program/research?
- b. If your grant will go towards general operating expenses, please describe the need for the grant and how it will help your organization achieve its goal. You may also provide any relevant information from question c.
- c. If your grant is for a specific project/program/research, please note the following in your narrative:
  - i. The goals/objectives of the project
  - ii. Who will be leading the project and those who will be assisting
  - iii. The timeline of the project and where the grant fit in that timeline
  - iv. Whom will the project help (i.e. a specific individual, a community, etc)
  - v. How will you measure the results of the project
- d. How do you see your organization and/or the results of the project continuing beyond this grant?

### III. Budget:

- a. Please explain how this grant fits in to your overall budget.
- b. Please provide an itemized budget detailing how you will use the grant.
- c. If possible, please provide a list of other major donors.

### IV. Additional Information:

- a. If applicable, please provide any of the following:
  - i. Proof of IRS federal tax-exempt status
  - ii. Names and qualifications of key staff/research members.
  - iii. The most recent annual report and/or financial statements