**Edwin and Jeanne Woods Family Foundation**

**First Time Applicant Form**

**Personnel Information:** Please list the names and qualifications of the key personnel who will conduct the program.

Name test Qualification test

**Cover Letter:** Please introduce your organization and the proposed program. Make sure to include (1) the amount of funding being requested; (2) a statement that your organization's governing board supports the grant proposal; and (3) the name, address, telephone and e-mail address of the responsible contact person.

**Program Details:** Please provide specific details of the proposed program. Make sure to (1) note the geographic area and the target population to be served; (2) describe the need and purpose of the program and the problems it addresses; (3) provide the timeframe needed to achieve the project; (4) describe the goals and objectives to be achieved and how these will be measured or evaluated; (5) include information to describe your organization's ability to carry out the program; (6) your partners in this program.

**Program Budget:** Please provide a detailed program budget itemized by standard accounting income and expense categories. Make sure to highlight the total grant amount requested and where the funds will be used. List the names of other public and private funders approached for support of your organization and the amount requested and received to date.

**Financial Information and Supporting Materials:** Please provide the following documents with your submitted application:

(1) The current year operating budget and actual revenue and expenses to date.

(2) The most recent 12 month financial statement, preferably audited.

(3) The most recent copy of IRS form 990.

(4) A copy of your organization's current IRS tax exemption letter.

(5) Include other supporting materials that would enhance evaluation of the grant proposal.