

## Grant Application Form Instructions

Failure to properly fill in the grant application form will result in automatic denial of the grant request. If any of the questions on the grant application form are answered in a manner that would be false or misleading, the grant request will automatically be denied and the organization will be banned from ever receiving grant funds from The Ethel S. Abbott Charitable Foundation.

### Specific Instructions

#### Grant

#### Appl.

<u>Line #</u>	<u>Line Description</u>	<u>Instructions</u>
1.	Legal name of organization	- The name of the organization should be the same as that on the I.R.S. determination letter.
8.	I.R.S. Code Section 501(c)(3)	- The I.R.S. determination letter indicates which code section you are exempt under.
9.	Primary grant area	- This question should be answered according to the primary grant area as defined in the introduction to the grant application form instructions. Mapquest can be used to determine mileage from Lincoln or Omaha.
13.	Type of grant	- Capital grant is a grant used to buy assets for the organization such as land, building or equipment.  - Endowment grant is a grant in which the principal cannot be spent but the earnings are to be used for a specific purpose.  - Operating grant is a grant used to run a program or pay for the organization's operating expenses.
16.	Summary grant request description	- This area is to describe what the grant will be used for by your organization and how it relates to your exempt function or other activities.
17.	Summary grant request rationale	- This area is to describe why the grant is needed by your organization and the benefit to the organization that the grant request will provide.
18.	Budget summary	- This information is used to determine how you intend to pay for your project and where the resources will be coming from. If you are submitting an operating grant request, reflect the program revenue on line 2. If there are other approved grant requests on line 5, please attach a list of the approved grant requests and amounts. If there are other pending grant requests on line 6, please attach a list of the pending grant requests and amounts. If there is an amount on line 9, be sure you fill in the explanation below the budget summary concerning your plan for securing the funding for this amount. Make sure you attach all required information.
19.	Financial information	- This information is very important in determining whether your organization has the financial resources to make your grant request viable. In determining the allocation of unrestricted net assets, you should allocate first to items 4, 5 and 6 if applicable and then to items 1, 2 and 3. This area is often filled in wrong and most likely will result in the denial of your grant, so be very careful in completing this section of the grant form.