



40 South 6th Street, Cottage Grove, Oregon 97424

Step 2: **Formal Grant Request Application Cover Sheet**

The foundation has a 2-step formal application process. Step 1 (Letter of Initial Inquiry) is required. Step 2 (Formal Grant Request Application Cover Sheet and five accompanying attachments) results only at the invitation of the foundation following Step 1. **This Form is Step 2.**

This cover sheet, five required accompanying attachments and optional additional supporting documentation (newsletters, etc.) may be e-mailed, US mailed or hand-delivered to: Tyson Woodard, Administrator, Woodard Family Foundation, 40 S. 6th Street, Cottage Grove, Oregon 97424, tyson@woodardff.com. If door is locked, please use the "Book Drop" left of front door.

1. Applicant *(This sheet must be filled in. Please do not reference other materials)*

Organization:		Founding Date:
Address:		
City:	State:	Zip:
Project Contact Person:	Title:	Phone:
Chief Executive Officer:	Title:	Phone:
Chairperson of Governing Board:		Phone:

2. Information About Project for Which Funds are Required

Objectives and description of the project: *(Limit 2000 Characters)*

Specifically, how will The Woodard Family Foundation funds be used? *(Limit 2000 Characters)*

Total project cost:

Amount requested from Woodard Family Foundation:

Cash raised and received for the project to date: *(Limit 2000 Characters)*

Signed pledges secured to date for the project: *(Limit 2000 Characters)*

Project period: (number of months) Beginning date:

Geographical area to be served by project: *(Limit 2000 Characters)*

Client group (and number) to be served by project: *(Limit 2000 Characters)*

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3. Information About Applicant Organization

Purpose of Organization: *(Limit 2000 Characters)*

List all funding sources from which support is requested for the project: (Limit 2000 Characters)

Financial statements for last fiscal year: Income Income Expenditures
and Expenses for the two fiscal years prior:

Year	Income	Expenditures
Year	Income	Expenditures

If a grant is awarded, what is the organizations name to which checks should be made payable, if different from above?

I certify that the above information is correct and that I am authorized by the governing board of this organization to submit this grant application to The Woodard Family Foundation.

Signature of Chief Executive Officer:

Name (print)	Title	Date
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For Office Use Only:

_____ Cover Sheet Complete _____ Letter and/or Narrative _____ Project Budget _____

Financial Statement _____ Board _____ 501(c)(3) IRS Letter _____ Copied to Database

_____ Proposal Complete - Process: _____ April _____ July or _____ October

_____ Proposal Incomplete: Notify Applicant