



CALLAWAY FOUNDATION, INC.  
FULLER E. CALLAWAY FOUNDATION

## GRANT APPLICATION GUIDELINES

Callaway Foundation, Inc. and Fuller E. Callaway Foundation have agreed upon the following grant application guidelines. A strong application will consist of an application which addresses each of the items below. If the item does not apply to your organization, indicate this information by showing the item as “not applicable” or “N/A.” If the application is from a church located in Troup County, Georgia for a project for Major Additions and Major Improvements (20% matching funds), the Standard Provisions of Grant Program for Troup County Churches and Application for Assistance Form should be used in lieu of these guidelines.

- I. Cover letter signed by an officer of the organization (President, Dean, Executive Director, etc.)  
*Not to exceed one page.*
  
- II. Organizational Information: *Not to exceed one page (can be included on same page as Item III).*
  - a. Organization’s name
  - b. Address (physical address and mailing address, if different)
  - c. Telephone number
  - d. Fax number
  - e. E-mail address
  - f. Contact person and title
  
- III. Proposal Summary: *Not to exceed one page (can be included on same page as Item II).*
  - a. A brief description of the project to include title and description.
  - b. Budget summary for this proposal
    1. Amount of this grant request \$ \_\_\_\_\_
    2. Applicant’s contribution from operating funds \$ \_\_\_\_\_
    3. Applicant’s contribution from reserve funds \$ \_\_\_\_\_
    4. Amount of grant requests pending from other sources \$ \_\_\_\_\_
    5. Amount of grant requests confirmed from other sources \$ \_\_\_\_\_
    6. **Total** proposed sources of income for this project (*Sum of 1-5*) \$ \_\_\_\_\_
    7. **Total** proposed expenses for this project \$ \_\_\_\_\_

IV. Proposal Narrative: *Not to exceed three pages.*

a. Detailed Grant Request

1. State the amount you are requesting.
2. Describe the purpose of your request, i.e. operating expense, program, capital campaign, etc.
3. Document how this request benefits Troup County, Georgia or the residents of Troup County, Georgia.
4. Enclose a detailed project budget. Include the amount requested, sources and amounts of other income and their status (confirmed, pending, or not yet applied for).
5. Include a project timeline with estimated start and completion dates.
6. State when the funding is needed.
7. Explain your development plan for securing funding for this proposal now and in the future. If the request is for operating expenses, how does the organization plan to operate once the grant has been expended?

b. Background Information

1. A brief description of your organization's history and mission.
2. The needs, problems or opportunities your organization addresses.
3. The population the organization serves, including numbers and geographical location.
4. Number and composition of full and part-time staff and volunteers.
5. Your organization's formal and informal relationships with agencies working toward the same objectives or providing similar services. How does your organization differ from those agencies? (e.g. are you a United Way agency?)

V. Supporting Materials:

1. If applicable, include the schematics, drawings, or other plans that are available for this project. Attachments should not exceed 11" x 17" in size.
2. Most recent IRS 501(c)(3) Determination Letter.
3. Most recent IRS Form 990 (including Schedule A). If Form 990 was not filed, please indicate why not.
4. Latest audited, reviewed or compiled financial statements as prepared by an independent third party. If such statements are not prepared externally, indicate why and include your most recent Statement of Financial Position and Statement of Activities (Balance Sheet and Income Statement).
5. Operating budget for current year, if not included with project budget above.
6. If a school, include annual cost to attend and description of financial aid program.

7. If applicable, evidence of accreditation, licensing, etc.
8. Current list of board members.
9. Grant proposals that involve the students and/or teachers of a public school system must be accompanied by written approval and support of the superintendent of schools.