

Legacy of Justice Foundation Shamberg Project Grant Program

Materials for Grant Applications 2017 Grant Cycle

The following materials must be received by the Legacy of Justice Foundation no later than close of business on **May 15, 2017**, for your application to be considered for funding during our 2017 grant cycle.

- Materials may be sent or delivered to: Dereka Pedersen, Chief Operating Officer, Legacy of Justice Foundation, 719 SW Van Buren, Suite 222, Topeka, KS 66603
- Via email, materials may be sent to dpedersen@ksaj.org. PDF submissions are preferred to ensure that your material arrives intact.
- Grants are awarded up to \$2500.

Your Application Should Include:

1. **Name and Contact Information** for the individual who will be responsible for administering the grant funds (*street address, phone number and email address*)
2. **Funding / Grant Request Information**
 - Description of the project
 - Purpose of the project and how success will be measured
 - Statement on how the project will help support and/or complement the mission of
 - your organization, and
 - the Legacy of Justice Foundation
 - Staff and program elements involved in the project
 - Proposed timeframe for completing the project (*preferably within a year*)
 - Total budget for the project
 - Grant funds requested and how these funds will enhance the project
 - If the Legacy of Justice is not able to fund the complete amount requested, would a grant in a lesser amount be helpful? Parameters?
3. **Organizational Information**
 - Brief description of purpose and history
 - Mission statement
 - Geographic area and description of population/communities served
 - Documentation of tax-exempt status (*please state status in the narrative and attach documentation as an appendix*)
 - Number of employees and staff structure
 - Description of governing body
 - Services or programming regularly provided by the organization
4. **Financial Information**
 - Organizational budget for current fiscal year
 - Most recently completed fiscal year year-end financial statement

If you have questions as you approach the application process, feel free to contact Dereka Pedersen at 785-232-7756 or via email at dpedersen@ksaj.org. Thank you for your interest!

SUMMARY SHEET FORM

Organization:

Mailing Address:

Phone:

Fax:

EIN:

Website:

Name of CEO or Executive Director:

Phone:

Email:

Application Contact & Title:

Phone:

Email:

ORGANIZATION INFORMATION

Year Founded:

Organization Mission:

Geographic Area Served:

Tax Exemption Status:

Number of Employees:

Full-time:

Part-time:

GRANT REQUEST INFORMATION

Amount of Request:

\$

Brief Description of Project:

FINANCIAL INFORMATION

Organization's Current Budget for Fiscal Year Ending:

Income:

\$

Expenses:

\$

Project Budget:

\$

Income:

\$

Expenses:

\$

By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge.

Signature

Date