

NATIONAL LIFE GROUP CHARITABLE FOUNDATION, INC.

**COVER SHEET FOR GRANTS OVER \$1000
2009-2010**

Date:_____

Organization's name:_____

Project name:_____

Address:_____

Name and title of contact person:_____

Email address of contact person:_____

Phone number:_____

Grant amount requested:_____ **Total project budget:** _____

Is there an urgency for the requested donation? _____

Decisions for grant requests over \$5000 are made two times a year; first week in Oct. and first week in April. We will notify you of the result of your application within six weeks of the deadline. Requests under \$5000 can be submitted at anytime. We will notify you within six weeks after submitting your request.

Mail your grant request to:
Martha Trombley Oakes, M520
National Life Group Charitable Foundation
One National Life Drive
Montpelier, VT 05604

Application for Grants Over \$1000

1. Completed cover sheet
2. A one to two page narrative (in no less than 12-pt font) that briefly outlines:
 - a. the need you are addressing
 - b. how you know it is a need (evidence/data)
 - c. what activities you plan as a response to the need (what you will measure or count to know you are successful?)
 - d. people who will benefit (description by age, geography, number, etc.)
 - e. sustainability of your response to the need
 - f. project's timetable
 - g. personnel involved and their qualifications.
3. Project Budget including income (in hand and expected) and expenses
4. List of your Board of Directors
5. Letter from IRS verifying your public charity status as a 501(c),(3) tax exempt organization
6. Most recent audited financial statement
7. Executive summary (200 words or less including the most pertinent information and data. It must be able to stand alone, meaning if someone reads it they could make an informed decision about the request. The name of the organization and contact email must be included).