Print Form

30 N. 18th Avenue, Unit 4
Sturgeon Bay, WI 54235
Telephone: (920) 746-2995
Website: www.raibrookfoundation.com

Grant Application Checklist

- ☐ Please type or print.
- ☐ DO NOT use staples – paperclips only.
- ☐ You MUST use this form. Other forms WILL NOT be accepted.
- ☐ Please answer all the questions.
- ☐ DO NOT use or provide any two-sided copies.
- ☐ WILL ONLY ACCEPT 8½ x 11" size paper.
- ☐ Additional requirements:

____A. Project Description - Narrative should NOT exceed **two (2)** pages.

____B. Project Budget - **COMPLETE** project budget.
(You MUST include your entire budget for your project, NOT just what you are requesting funds for).

____C. Attach estimates and/or proposals - verifying your COMPLETE budget numbers. (i.e. - building supplies: need a estimate from a lumber company; computer supplies: need a estimate from a retail store or print off from the internet.) **ANY questions - please call.**

☐ If you are unfamiliar or need assistance with the Application and/or budget worksheet, or don't have access to Microsoft Excel, please contact us. We will schedule an appointment to provide any assistance needed.

☐ Please send a copy of your IRS determination letter.
(Organizations or units of state or local government (i.e. schools, parks) - must attach a statement on the organizations letterhead stating the exempt status.)
NOTE: Wisconsin Sales Tax exempt form **IS NOT** acceptable.

☐ Please remember to sign your application.

☐ Applications are due on or BEFORE the first of each month.

Return completed applications to: Julie L. LaLuzerne, Grant Program Manager, Raibrook Foundation, Inc., 30 N. 18th Ave., Unit 4, Sturgeon Bay, WI 54235.

***********NOTICE: Incomplete applications will NOT be accepted*************

The Raibrook Foundation, Inc., is a 501(c)(3) non-profit corporation. The corporation is organized exclusively for charitable purposes within the meaning of section 501(c)(3) of the Internal Revenue Code.

Updated 7/2010