

## **Johns Creek Foundation Grant Request Documents**

**General Information**--the following should include a cover letter stating specifically who a Board Member should contact with questions.

1. Copy of 501 (c) 3 letter
2. Copy of organization's audited balance sheet
3. List of Board of Directors--short bios
4. Description of Organization--short history, including growth (1/2-1 page)
5. Description of who is served overall by organization--including specifics on Johns Creek residents (for example 75% of students, etc.)

### **Project Specific Information**

6. Project narrative, include any artists or organizations involved (1 page)
7. Dates and location of project (1/2 page)
8. Project Budget including other funders (1/2-1 page)
9. Identify specific need for funding from the JC Foundation--exact amount requested and explanation of how it will be spent. (1 page)
10. Proposal for Foundation recognition. (1/2 page)