



## Grant Application

### **Overview:**

Please provide the information requested below, adding as much detail as needed. Our goal is that your grant application accurately reflects your story and its narrative rather than fill-in-the-box responses.

We prefer that applications are e-mailed ([mhalloran@parmenterfoundation.org](mailto:mhalloran@parmenterfoundation.org)) upon completion with required attachments. Applicants may also print an application, complete it and mail via the U.S. postal service.

### Address:

The Parmenter Foundation  
260 Boston Post Road, Suite 5  
Wayland, MA 01778

For questions about applying for a grant and the overall process please see our Frequently Asked Questions accessible on our website.

If you have any additional questions about the grant process please contact Michael Halloran, Executive Director at 508.358.3001 or email at [mhalloran@parmenterfoundation.org](mailto:mhalloran@parmenterfoundation.org).

The Parmenter Foundation accepts applications on a rolling basis throughout the year. Grants are reviewed in the order in which they are received.

### **Your application must include:**

#### ***Contact Information:***

- Organization name
- Organization address
- Website
- Tax ID #
- Contact person and position
- Contact person phone
- Contact person e-mail

**Organization Details:**

- Brief history of organization
- Organization mission, strategy and goals
- Significant organization programs
- Geographical areas served
- Number of full-time staff/part-time staff/volunteers
- Organization annual budget
- Organization strengths and challenges
- Board of Trustees (name, residence, profession)
- Senior management (name, residence, background, and other affiliations)
- Size/role/description of volunteer base

**Funding Request:**

- Program, operation or capital funding name
- Program description and need
- Program goals and timetable
- Program manager and relevant experience
- Program budget
- Amount requested and use of funds
- Other funding sources for the program (committed and anticipated)
- Target population (location, age, gender, income and any other relevant criteria)
- Number of individuals anticipated to benefit
- Anticipated individual/community impact
- Program collaboration with other partners
- Evaluation process
- Sustainability of program and future funding

**Additional Information:**

- Most recent audited financial statement or tax filing
- IRS 501(c)(3) determination letter