



The O'Leary Foundation - Grant Application Checklist

Submit Application to:

Colleen Mills
O'Leary Foundation Grant Committee, Chair
34 Chateau Court
Wichita Falls, TX 76302

940/723-0372 (phone)

- Fed. ID. 75-2817894
- Letter of Intent
- Application Summary Form

(Please provide the following information in the order indicated below. Narratives should be informational but concise.)

★ Organization Identity

- Name, address, phone number of organization
- Name, address, phone number of project
- Name, title of contact person, phone number
- Name, title of person responsible for project, phone number

★ Organization Overview

- History and description
- Primary purpose and programs
- Geographic area served

★ Nature of Request and Project

- Amount requested
- Description of project
- Needs addressed and principal goal
- Description of target population to be served

- Measurable objectives and anticipated benefits
- Work plan and timeline
- Evaluation plan
- Plan for ongoing funding

★ Financial Information

- Project budget
- Organization operating budget for current year
- Last 2 years' Form 990 information (Form Provided)
- Grants received and pending requests for this project
- Latest audited financial statement (ONE ONLY)

★ Supporting Documentation

- Board members' names, occupations, and affiliations
- Documented Board approval of this application (ONE ONLY)
- Qualification and salaries of key personnel (ONE ONLY)
- Copy of IRS 501 (c)(3) tax exempt letter (ONE ONLY)
- One original application with "ONE COPY ONLY" items

- Three-hole punched on left side
- No staples, folders or binders