

## **THE CANET FOUNDATION** **REQUEST FOR FUNDING**

### **Purpose of the Canet Foundation**

The primary objective and purpose of The Canet Foundation is to promote and advance education, in general, and for the studies of graduate and undergraduate students in the fields of arts, literature and social welfare, by providing scholarships to those students. These scholarships will be used to cover the costs of tuition and books. In addition, The Canet Foundation may provide grants to other qualified nonprofit organizations, to assist such organizations to further their charitable purposes at the sole discretion of the Board of Directors of The Canet Foundation.

In addition, educational materials will be published and disseminated to encourage community involvement and participation in activities designed to further the education of people. Furthermore, The Canet Foundation will endow a poetry prize, annually, to students excelling in poetic literature by holding poetry contests for students interested in submitting their poetic works. The contests are intended to generate interest in and encourage active involvement in poetic literature among students.

### **Required Documentation**

To request funding from The Canet Foundation, please submit the following in a single pdf document in the following order:

1. Completed Proposal Form
2. Completed detailed Project Budget
3. List of board members with affiliations
4. Copy of IRS determination letter indicating organization's 501(c)(3) tax exempt status
5. The organization's current fiscal year budget, including expenses and revenues
6. Most recent Balance Sheet

Submit your application via email to \_\_\_\_\_. Include in the subject line: Request for Funding. You will receive email confirmation of receipt of your request for funding. If you do not receive confirmation, please call \_\_\_\_\_ at \_\_\_\_\_ to follow up.

**THE CANET FOUNDATION**  
**PROPOSAL FORM**

**Contact Information**

Organization Name

Date

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Organization's Purpose

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Website

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Executive Director

Phone Number

E-mail

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Contact Person for this Request for Funding

Title

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Email for Contact Person

Phone Number for Contact Person

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Street Address

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City

State

Zip

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Federal ID #

Year Founded

Current Operating Budget

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**Summary of Project**

Project/Program Name

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Purpose of Request for Funding

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Project Dates (mm/yyyy to mm/yyyy)

Amount Requested

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Total Project Cost

Project History

	New Project	Existing Project
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Project Area (check all that apply)

Arts	Literature	Social Welfare	Other   Describe:
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Project Type (check all that apply)

Undergraduate	Graduate	Other   Describe:
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### Project Description

Describe the request for funding as follows:

1. Tell us about the project for which you are requesting funds. Describe your program model and activities. Who is the intended beneficiary of this project and how will the beneficiary benefit from this project? When and where will the project occur? Why is this project noteworthy? Why are you choosing to implement this project now? Who will lead the project and what other staff will play key roles? What prior activities show that your organization is capable of executing this project?
2. Tell us about your project goal(s) and outcomes. Describe what activities will take place and what result you hope to achieve. For each goal statement, explain how you will determine you have achieved or made progress on that goal.

The project description should not exceed two (2) pages or 1,000 words, with 1-inch margins, at least 10-point font, and single spacing. Do not include additional attachments, materials, or hyperlinks – these will not be considered in the review process.

### Project Budget

In addition to the project description, submit a detailed project budget showing how the funds will be used, in the following format:

	Requested from The Canet Foundation	Total Project Budget*	Source of Other Funding**	Line Item Details
<b>Personnel</b>				
List positions and time on project				
Payroll Taxes and Benefits				
<b>Project Expenses</b>				
List on separate lines: equipment, supplies, consultant fees, printing, travel, informational materials, postage, other (specify)				Explain how you calculated each budget item.
<b>Total</b>				

\* If the total project budget is higher than your requested amount, please detail what other sources of funding (pending or secured) you will use. If the project budget is not higher than the requested amount, do not include the Total Project Budget column.

\*\* If there are no other sources of funding do not include the Source of Other Funding Column.