

The Bill and Carol Latimer Charitable Foundation Grant Application Form

Point Person: _____ Date: _____

Organization Name: _____

Address: _____

City	State	Zip
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Telephone Number	Fax Number
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Description and Purpose of Organization or Organization's Mission Statement:

Does the Organization have 501(c)(3) Status: _____ Yes _____ No

Does the organization qualify as a public charity: _____ Yes _____ No

Federal Tax ID Number: _____

Contact Person: _____

Official Title: _____

Telephone Number: _____

E-mail Address: _____

Name of Project to be sponsored: _____

Project Date(s): _____

Project Location: _____

Grant Amount Requested: _____

Date Funding Needed: _____

or

Dates Funding Needed, if Requested in Installments: _____

Purpose of Funding: _____

Project benefits to the Community: _____

Please include the following items with the Grant Application Form:

- Formal proposal on organization's letterhead with signature of head of organization including as a minimum
 - Description of the project, including its objectives and the impact you expect the project to have on the people being served.
 - Number of staff and/or members of your organization who will participate in implementing the project and how they will be involved.
 - Whether the grant will fulfill a one-time need or will future grants be needed to continue the project.
 - Description of the timeline for the progress of the project and when payment of the grant funds will be needed.
 - How the success of the project in meeting its objectives will be measured.
 - Sources and amounts of other funds that will be used on the project.

- Organization's Board of Directors

- IRS Determination Letter of 501(c)(3) status

- W-9 Tax Form

- Project budget

- Brief description of staffing for project implementation and project evaluation process

- Latest audited financial statement

Additional pertinent information may also be included.

Please submit the Grant Application and all supporting documents to:

The Bill and Carol Latimer Charitable Foundation
c/o William H. Latimer III
201 West Main Street, Suite E
Union City, Tennessee 38261
Bill@LatimerFoundation.org
Fax number: 731-885-3888

The Corporate Charitable Contribution Substantiation form and Final Progress Report form must be returned within a specified timeframe, should funding be approved. Forms attached.

CORPORATE CHARITABLE CONTRIBUTION SUBSTANTIATION

Pursuant to Section 170 (f) (8) of the Internal Revenue Code, _____

hereby acknowledges receipt of a charitable contribution of cash in the amount of

\$_____ from The Bill and Carol Latimer Charitable Foundation on _____, 201__.

The receiving organization ___ did ___ did not provide any tangible goods or services in consideration for the contribution.

If goods or services were provided by the charitable organization in consideration for the contribution, they are described below pursuant to Section 6115 of the Internal Revenue Code:

A good faith estimate of the value of such goods or services is \$_____.

The information provided above is accurate to the best of my knowledge.

Name: _____ Signature: _____

Title: _____

Date: _____

Form must be returned one-week prior to project date to:

The Bill and Carol Latimer Charitable Foundation
c/o William H. Latimer III
201 West Main Street, Suite E
Union City, Tennessee 38261
Bill@LatimerFoundation.org
Fax: 731-885-3888

Final Progress Report Form

Organization: _____

Grant Amount: _____

Summarize the manner in which the funds were used as approved. Attach any supporting documentation and current financial statement(s) that reflect the funding received from The Bill and Carol Latimer Charitable Foundation.

Summarize progress made in accomplishing the goals and purposes for the funding. Include evaluation results that objectively measure the outcome performance of the program(s) funded by The Bill and Carol Latimer Charitable Foundation. Additional pertinent information may be attached.

Signature: _____

Title: _____ Date: _____

Form must be returned within 30 days after completion of project to:

The Bill and Carol Latimer Charitable Foundation
c/o William H. Latimer III
201 West Main Street, Suite E
Union City, Tennessee 38261
Bill@LatimerFoundation.org
Fax: 731-885-3888