

**DJ & T FOUNDATION**

P.O. Box 5109  
West Hills, CA 91308  
(323) 819-9295

**APPLICATION FOR GRANT**

1. Name, Address and Telephone Number of Organization

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

2. Year and State formally organized \_\_\_\_\_

3. Name, Title and Telephone Numbers of Contact Person for this application. This person **must** be knowledgeable about the organization and **must be able to answer detailed questions** about the organization's programs for the DJ & T Foundation interviewer. Please provide ALL contact numbers. Please provide a back-up contact as well as all the numbers at which they can be reached.

You will be contacted for an in-depth interview during normal business hours. If you are available after hours, please indicate evening hours our interviewer may contact you.

\_\_\_\_\_  
Name, Address & Title

\_\_\_\_\_  
Business Telephone Number

\_\_\_\_\_  
Home Telephone Number

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
Cellular Telephone Number

\_\_\_\_\_  
Evening hours

\_\_\_\_\_  
Back-up contact information: Name & Title

\_\_\_\_\_  
Business Telephone Number

\_\_\_\_\_  
Home Telephone Number

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
Cellular Telephone Number

4. Exact amount of Grant Request: \$ \_\_\_\_\_

Please briefly state purpose of request. Detailed information should be provided in your written proposal; see item B on page 4 of application \_\_\_\_\_

5. Have you ever received a grant from the DJ&T Foundation? \_\_\_\_\_

If yes, what was the amount, date, and purpose? \_\_\_\_\_

\_\_\_\_\_

6. Was the purpose of the grant accomplished? \_\_\_\_\_

7. If so, please provide general information and photos if applicable. If not, please provide an explanation as to why not. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. Total restricted or dedicated funds \$ \_\_\_\_\_ as of (date) \_\_\_\_\_

State nature of dedication/restriction of funds: \_\_\_\_\_

\_\_\_\_\_

9. For the latest fiscal year:

Total Contributions \$ \_\_\_\_\_

Other Revenues \$ \_\_\_\_\_

Total Expenses \$ \_\_\_\_\_

10. Please list the donor and amount of the three largest contributions received by your organization during the latest fiscal year:

Name \_\_\_\_\_ Amount \$ \_\_\_\_\_

Name \_\_\_\_\_ Amount \$ \_\_\_\_\_

Name \_\_\_\_\_ Amount \$ \_\_\_\_\_

**DO NOT BIND OR STAPLE ANY PART OF THIS APPLICATION. PAPER CLIPS OR REMOVABLE BINDER CLIPS ONLY.**

8. The undersigned executive officers hereby certify that:
  - A. The information set forth in this application and supporting documentation is correct.
  - B. The Internal Revenue Service determination letter has not been revoked, canceled or modified.
  - C. No funds received pursuant to this application will be used for activities prohibited by the 1969 Tax Reform Act, as amended.

\_\_\_\_\_  
Signature of Applicant (Must be Officer of the Board of Directors)      \_\_\_\_\_  
Title

\_\_\_\_\_  
Print Name      \_\_\_\_\_  
Home Telephone Number      \_\_\_\_\_  
Date

\_\_\_\_\_  
Second Signature required (Must be Board Member or Exec. Dir.)      \_\_\_\_\_  
Title

\_\_\_\_\_  
Print Name      \_\_\_\_\_  
Home Telephone Number      \_\_\_\_\_  
Date

**DO NOT STAPLE OR BIND ANY PART OF THE APPLICATION. Please fasten with paper clips or binder clips. Do not staple, brad, spiral bind or permanently bind in any way.**

**You MUST include the following attachments, in this order, in support of your application:**

- A. Please list the compensation paid to:
  - a. Directors
  - b. Executive Officers
  - c. The highest-paid employees or independent contractors.

You should include compensation derived from a specific project's revenue or funding in addition to salary that comes from general funds. Additionally, if anyone receives funding from foreign chapters or branches where your organization operates, or other 501(c)3 organizations with which you are affiliated, please indicate that as well. Please include executive staff from satellite offices, not just the main office, in your disclosure of salaries and compensation.

We need you to be as complete and transparent as possible about compensation to your board, your executive officers, and your highest-paid employees or independent contractors.

We will not consider your application without this information.

- B. Include a summary of how you propose to use the grant funds that you are requesting. Please include a detailed account of the project and its impact. Include in this an account of what the funds will cover, exactly. Let us know exactly how much you need and what it is to cover.
- C. If you are asking for equipment of any sort, please provide catalog pages, estimates, a list of all vendors with contact information (phone numbers, e-mail addresses, and the vendor representative) and any other backup material that would be appropriate, for all items requested.
- D. We need a copy of your Internal Revenue Service status letter, stating that applicant is an exempt organization under section 501(c)3 of the Internal Revenue Service Code. The name of the applying organization must be identical with that on the status letter. If your determination letter was issued more than 10 years ago, please provide a more current status letter from the IRS.
- E. If you have a tax exempt status in any country other than the United States as a charity or a non-profit, please tell us where.
- F. List of your full Board of Directors with contact phone numbers. We DO NOT need your bylaws or articles of incorporation.
- G. Most recent fiscal year tax return (990 Form) and financial statement if your gross receipts are \$50,000 or more. If gross receipts are less than \$50,000, please provide a current financial statement.