

# Grant Proposal Outline

Please use the following template as your guide for completing a grant request to the Reynolds and Reynolds Company Foundation. All proposals must be submitted via email (with requested attachments) to [Company\\_Foundation@reyrey.com](mailto:Company_Foundation@reyrey.com).

## Your Organization

- > Contact name
- > Street address / email address
- > Phone Number
- > Qualified 501(c)(3) Federal Identification Number (31-xxx...)

## Organizational Mission

- > Give a brief description of your organization including history, purpose, and activities.

## Amount of your Request and Total Projected Budget

### Statement of Need / Project Description

- > Clearly describe the program for which funding is requested.
- > What is the value to the region?
- > What are your objectives?
- > Do you have any special qualifications to help achieve your goals?
- > What sources and amounts of other funding have been received, pledged, or requested for this project?
- > Describe your strategy for permanent financial support.
- > Are any Reynolds and Reynolds associates on your board or committees?
- > How will you communicate progress and/or outcomes with the Foundation?

## Have you had previous grants from the Company Foundation?

- > If yes, please note the years and amounts.

## Does your organization receive United Way support?

- > If yes, has United Way approved this solicitation / campaign?
- > What percent of your total budget is provided by United Way funding?

## Does your organization receive financial support from any government sources?

- > If yes, what percent of your total budget is provided by government sources?

## Please send as attachments:

- > Financial statement/operating budget
- > Current sources of income

Thank you for your grant request to the Reynolds and Reynolds Company Foundation.