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.

1. **Your Organization/Agency**
   - Contact name
   - Street address/email address
   - Phone number
   - Qualified 501(c)(3) Federal Identification Number (31-xxx...)

2. **Organizational Mission**
   - Give a brief description of your organization including history, purpose, and activities.

3. **Amount of Your Request and Total Projected Budget**

4. **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?

5. **Have you had previous grants from the Company Foundation?**
   - If yes, please note the years and amounts.

6. **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?

7. **Does your organization receive financial support from any government sources?**
   - If yes, what percent of your total budget is provided by government sources?

8. **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.