

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.