

**JACK AND ALVIDA BROWNE FAMILY FOUNDATION
GRANT APPLICATION COVER PAGE**

General Information:

Date of application _____

Name of Organization (Legal Name) _____

Address _____
 Street/PO Box City State Zip

Contact Person _____ Title _____

Telephone Number _____ Fax Number _____

E-mail address _____

Tax Status (check one): _____ 501(c)(3) _____ Public Agency (Govt. created)
 _____ Unit of Govt. _____ Other _____

Organization Description: (2-3 sentences)

Project Description:

Name of Project _____

Statement of Project and Purpose _____

Geographic area to be served by project _____

Type of Project (check one):

- | | |
|--|---|
| _____ Arts & Culture | _____ Historic & Environmental Preservation |
| _____ Recreation & Parks | _____ Education |
| _____ Economic Development/
Civic Affairs | _____ Health & Human Services |
| | _____ Other: _____ |

Project Beginning Date _____

Project Ending Date _____

Total Project Budget _____

Amount Requested _____

Use of Dollars (check one):

_____ Match for another grant(s) _____ Match funds from other sources

_____ Planning _____ Staff and volunteer training and enhanced public awareness

_____ Other _____

Attach to cover page the following narrative information:

1. Description of Project - Include purpose and objectives.
2. The specific purpose of the funds requested.
3. The need for the project in the community. Include its significance and an estimate of the number of Wadena area residents who will benefit.
4. Board/Committee or Staff Qualifications: Include all staff assigned to the project and describe their qualifications in relation to the project's purpose, their probable availability for the duration of the project and whether or not they can be replaced in the event they resign or are otherwise not available.
5. A statement advising how the grant, if made, can be evaluated with regard to the funds going to the agreed-upon purpose and the effectiveness of the project.
6. A detailed budget showing how the money will be spent including a summary of the project's projected revenue sources and, if applicable, plans for continued funding of the project.
7. Provide a statement as to why the Jack and Alvida Browne Family Foundation's support is requested, a description of what other efforts have been made to obtain required funds and a list of approved, pending and denied requests. Include the amount received to date from other sources.

In addition to the above narrative, the following must be attached:

1. Copy of the organization's IRS tax-exempt letter.
2. Complete list of governing board members of organization and their principal occupations.
3. Evidence that this application has the approval of the Board of Directors (a copy of the minutes of the Board of Directors meeting).
4. Latest annual operating budget reflecting expenditures and receipts and a statement of assets.

Mail to:

C.J. (Kip) Browne or Jeff Browne
Wadena State Bank
PO Box 191
Wadena, MN 56482