



"Binky" www.judithwolfe.com ©2004

THE
BINKY
FOUNDATION

P.O. Box 2807, New York, NY 10163

GRANT APPLICATION

The focus of our Grant Program is on **"First Steps"** grants of up to \$2500 in recognition that frequently the smallest efforts, properly focused, can become the seeds from which substantial efforts are developed and nurtured. See our website at www.binkyfoundation.org for more information on our Grant Program including criteria and the nature of past grant awards.

Applicant: _____

Project Name/Description: _____

Address: _____

Contact Person & Title: _____

E-mail Address*: _____ **Web Address:** _____

Amount Requested: _____ **Date:** _____

Please provide the following information to the best of your ability. Submit the completed and signed grant application together with the attachments either electronically to info@binkyfoundation.org or in hard copy to The Binky Foundation, P.O. Box 2807, New York, NY 10163. ****Even if submitting by mail, it is important to provide a current e-mail address.***

If you have any questions about the application process please e-mail us at info@binkyfoundation.org or write to us at the address above.

- 1. COVER LETTER:** Please include an introductory description of your organization, its mission and goals, and briefly describe the need for and purpose of your request.
- 2. PROPOSAL NARRATIVE:** Please provide a detailed narrative describing the purpose of your request including your goals, objectives and intended outcomes. This narrative should include the following information to the extent applicable:
 - Background on the issue or need to be addressed
 - Intended use for the requested funds (*If your request is to support a program or project, please provide a summary of your plan; if it is for capital improvements such as the purchase of equipment or materials, also provide an itemized list*)
 - Tax exempt status
 - Other funding sources
 - Target audience
 - Time frame for the project
 - A discussion of how the success of the project will be evaluated

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3. BUDGET: Please submit a budget for your project including other sources of funding. You may use your own budget statement or the attached budget form. If your request is for the acquisition of specific equipment or materials, cost details should be provided.

4. ADDITIONAL ATTACHMENTS:

- Include at least two letters of support, plus any recent newspaper and magazine articles about your facility that you believe help describe the work of your organization.
- Provide a copy of your IRS tax-exempt determination letter, if any.

We may also request that you provide further relevant documentation or proposal narratives during its assessment process.

5. AGREEMENT: By signing and submitting this application to the Binky Foundation, you agree that any funds that may be granted to you by the Foundation will be used exclusively for the purposes set forth in the application (including attachments) or as agreed in writing by the Foundation, and that the Foundation has no obligation to provide any further support beyond the amount approved. You also agree that, if requested by the Foundation, you will provide an interim or final report supporting the use of the funds.

6. SIGNATURE:

Authorization Signature: _____
Must be signed by authorized head of project, chief executive officer, or individual applicant

Name (printed): _____ **Title:** _____

Phone number: _____ **E-mail*:** _____

Date: _____

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BUDGET FORM

Applicant: _____ **Date:** _____

Project Name/Description: _____

PROJECT EXPENSES		
Total Requested: \$	Itemized	Comments
Salaries and Wages		
Payroll Taxes and Benefit Costs		
Consultants or Professional Fees		
Supplies and Merchandise		
Communications (phone, postage, etc.)		
Office Space		
Equipment and Maintenance		
Travel and Related Expenses		
Printing and Advertising		
Land/Space Acquisition		
Other (please specify)		
Total Expenses		
PROJECT REVENUE		
	Amount	Comments
Binky Foundation Grant Request		
Other Grants (Identify Grantors)		
Other Contributions/Fund Raising		
Other Sources (please specify)		
Total Revenues		