

NORWAY HOUSE FOUNDATION
C/O LEVENTHAL/KLINE MANAGEMENT INC.
127 UNIVERSITY AVENUE, BERKELEY, CA 94710
TELEPHONE: 510-841-4123/FAX: 510-841-4093

**CULTURAL, CHARITABLE & PROFESSIONAL GRANTS
PROPOSAL GUIDELINES**

Please respond to the following questions in no more than three typed pages

1. Name, address, telephone number, fax and e-mail of requesting organization; name(s), address(es), and telephone number(s) of any collaborating agencies; name of President or Chair of the Board and Executive Director; and name of staff person responsible for project.
2. Title of project; amount of grant request; total amount of project budget, and total agency budget for proposed fiscal year.
3. Description of the program, including need, goals and objectives, program timeline, and statement of how the program supports the mission of Norway House Foundation.
4. Proposed use of grant funds.
5. Description of how the proposed project fits in with the mission, strategic plans and existing programs of your organization.
6. If the project is a collaborative, describe the working relationship between the organizations.
7. How will you implement the project if the full funding request is not granted? If an ongoing program is proposed, how will the program continue when grant funds are expended? List other sources of support, both committed and anticipated, for the project.

Please attach:

Program/project budget, showing all program revenue, expenses and in-kind contributions for the program for which you are requesting funding.

Total annual organization operating budget, showing current year budget and last year's actuals, AND most recent financial statement, and audit, if available.

Copy of your IRS 501(c)(3) determination letter or equivalency form.

Board of Directors list.

Program brochure, if available

Send to: Benita Kline, Norway House Foundation Manager, at the address above.