



**The Employee
Community Foundation**
Optum Washington
3901 Hoyt Ave.
Everett, WA 98201

Grant application

Please limit the grant (funding) ask to no more than 4 pages (12 pt. font), plus the requested attachments we ask for. Please submit only complete, typed applications. Limit your answers to the space given. Don't go over the lines. Please enroll your completed form to tecfoundation@optum.everettclinic.com

Organization information

Contacts

Agency name _____

Agency mailing address _____

City, state, ZIP code _____

Agency physical address _____

City, state, ZIP code _____

Grant contact name _____

Email _____ Phone _____

Chief executive name _____

Title _____ Phone _____

Agency information

Total agency _____	County _____
Number of full-time staff _____	Number of full-time staff _____
Number of part-time staff _____	Number of part-time staff _____
Number of volunteers _____	Number of volunteers _____
Geographic area served _____	

Organizational background

Please include your mission statement, purpose and governance. Also include the population served and role of volunteers.

Proposal information

Amount of funds needed _____ Funds needed by _____

Funds will be used from _____ To _____

Project name _____

Total project cost _____ What percentage of total costs is this grant request? _____

Project cost per client _____

Project type: ☐ Specific program ☐ Other (please describe) _____

Who will the project serve? _____

Where specifically in the county will this project serve? _____

Describe the specific project, program or service this grant would fund. Include a brief description and the goals of the project.

How will this project be organized within the community so services aren't duplicated?

How will success and effectiveness be measured?

Does your organization get support from United Way? (If so, please tell us what percentage of your operating budget comes from United Way.)

Please share any further comments here:

Attachments

- Verification of tax-exempt status under Section 501(c)(3) of the IRS code
- IRS Form 990 (most current)
- IRS Form W-9
- List of current board members (include member affiliations and any other important information)
- A complete budget for the project that needs the funds



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