

# Porcupine Foundation, Inc.

## GRANT APPLICATION FORM

**Thank you for your interest in Porcupine Foundation, Inc. (PFI). The enclosed guidelines will provide you with a brief introduction to PFI policies and a list of the specific information we will need to review your request.**

### SUBMISSION

Please use English only and avoid unusual abbreviations. You may download this form and enter the required information via Microsoft Word and then print it, or type directly on this application, using single spaces, and print. If you need more room, use standard white bond (8 ½" X 11"). Use standard black type that can be photocopied. Draw all graphs, diagrams, tables, and charts in black ink. Please do not include items that cannot be photocopied.

Your application form should include all items under "Specific Instructions." A PFI Grants Committee representative will contact you if additional information is required.

Once complete, send one copy of all materials. If any of these documents are not included, your application may be delayed or declined.

### SPECIFIC INSTRUCTIONS

The application includes the following items:

- A-1: Organization Submitting Application. Self-explanatory.
- B-1: Title of Project. Choose a title that is descriptive and specifically appropriate, rather than general.
- C-1: Mailing Address and Telephone. Self-explanatory.
- D-1: Specific Amount Requested from PFI. Indicate the dollar amount your organization is requesting from PFI and a detailed budget totaling to this amount.
- E-1: PFI Endorsement. If applicable, a letter of endorsement from the PFI representative(s) who is/are familiar with your organization. Include all titles, addresses, and telephone numbers. We may contact this individual for information. **NOTE: A PFI endorsement is *not* required to review your application.**
- F-1: Target Audience and Performance Sites. Summarize your population in measurable terms, e.g., the primary audience, how many will be served, age of the participants, where the program will be offered, and the geographic range of your organization. Indicate where the program will take place, including state(s), hospitals, schools, etc.

- G-1: Background and Significance. Briefly include a background of the organization which is submitting the application.
- H-1: Objective and Aims. State the broad, long-term objectives and describe concisely and realistically what the research or program described in this application is intended to accomplish.
- I-1: Description of Project. Provide a concise description of the need or problem to be addressed. Include the overall goals and purposes of your organization or specific department concerned, the specific purpose of the funds, and how your objectives will be accomplished. Moreover, what is unique about your program? Also, please include a timeline (start/end date) in your descriptions.
- J-1: Previous PFI Funding (if applicable). Indicate if your organization **has previously applied for or previously received a PFI grant(s)**. Include the month/year, brief description of project, and amount of grant.

The second section should include the following items bound together in the order in which they are listed:

- A-2: Checklist. The enclosed checklist is to indicate that you have submitted all required information.
- B-2: Cover Letter. A one-page cover letter on your stationery, briefly outlining your proposal with the request.
- C-2: IRS Section 501(c)(3) Form. A copy of the Internal Revenue Service ruling of the organization's tax exempt status under Section 501(c)(3). Letters must be clearly dated, indicating the name of the organization, and specifying that it has been granted charitable tax-exempt status. Please note that if applicants are using other agencies' Section 501(c)(3) status, clearly indicate which Section 501(c)(3) status letter applies to the organization and why the application is being submitted under different status.
- D-2: Budget and Financial Statements. A detailed budget that specifically outlines all funds that you are requesting from PFI. This includes all direct and total costs for the first year of the program (if applicable) and direct and total costs of the entire proposed project period. In addition, please indicate how this program will be funded in the following year(s). Include the current year's operating budget, which would list basic categories of revenue and expenses, **and complete audited financial statements including a balance sheet for this organization.**

## **PROCESSING OF APPLICATION**

Proposals will be reviewed by the PFI Grant Committee annually. Grant applications must be received by January 1st in order to be reviewed. A PFI representative will contact you upon receipt of your proposal to acknowledge its receipt.

## **AWARDING OF GRANTS**

The PFI Grants Committee meets annually to review, select, and award grants. All Board decisions on grant requests are reported by phone, with a follow-up letter highlighting the award and payment arrangements.

## **RESPONSIBILITY OF RECIPIENT**

The recipients of any grant from PFI must use the funds awarded for the specific purpose for which they were originally intended.

## **FUNDING CONSIDERATIONS:**

Porcupine Foundation, Inc. (PFI) Board of Directors is most interested in organizations that have:

- A program that directly benefits youth (primarily 18 years and younger).
- Programs supporting areas in medical, cultural, civic, or education.
- Clear goals and objectives.
- Demonstrated ability to respond to the needs of specific groups of young people in a manner that yields measurable results.
- Requested funds for specific program support.

## **PFI GENERALLY DOES NOT FUND:**

- Advertising and fundraising drives.
- Partisan, political, or denominational programs.
- General and administrative costs.
- Endowment campaigns.
- Ongoing salaries or travel expenses.
- Requests that are not in writing.
- Multi-year grant requests and repeat funding requests will be considered on a case by case basis.

**FOR FURTHER INFORMATION**

Please address all correspondence to:

**Porcupine Foundation, Inc.**  
**ATTN: Kristin Hasbrook, Vice President**  
**221 Scenic Ridge Court**  
**Colgate, WI 53017**

If you have any questions about your application, please call 262-628-2234.  
Again, thank you for your interest in PFI. We look forward to hearing from you.



**G-1: TARGET POPULATION AND PERFORMANCE SITES**

Please summarize your target population in measurable terms, i.e., who the primary audience is, how many will be served, age of the participants, where the program will be offered, and the geographic range of your organization. *For example:* 125 physically impaired children ages 6-12 throughout Wisconsin or 1,000 Latino high school seniors in Milwaukee.

**H-1: BACKGROUND AND SIGNIFICANCE**

Briefly include a background of your organization.

**I-1: OBJECTIVES AND AIMS**

State the broad, long-term objectives and describe concisely and realistically what the program or research described in this application is intended to accomplish.

**J-1: DESCRIPTION OF PROJECT**

Please provide a concise description of the need or problem to be addressed. Include the overall goals and purpose of your organization or specific department concerned, the specific purpose of the funds, and how your objectives will be accomplished. Moreover, what is unique about your program?

**K-1: PREVIOUS PFI FUNDING**

If applicable, indicate if your organization has previously **applied for or received** a PFI grant. Include the month/year, brief description of project, and amount of grant.

## CHECKLIST

(Include this checklist with your application)

Cover Letter

Completed Application

IRS Section 501(c)(3)

Budget and Financial Statements

*(include complete **audited financial statements and balance sheet**)*