

The Joe Busam Foundation
P.O. Box 498496
Cincinnati, Ohio 45249
www.joebusam.org

Grant Application

Initial approach for grant application can be made by letter or full proposal. The Board of Trustees has no application form. However, it does request that the applicant comply with committee guidelines to the fullest extent. These guidelines are: Submit one (1) original and five (5) copies of the following information:

Name/Organization Address Phone Number Founding date of the applicant organization

Statement of purpose of organization

Description of current services and activities of organization

Name and age of individual for whom funding is sought and specific handicap

Purpose for which grant is requested; explanation of need and benefits expected

Amount of grant request and project budget

Plan for permanent financial support of project, if applicable

Listing of all other sources of funding or support solicited and received for this individual/project in the past two years

References of individuals who can attest to the need of the individual for whom funding is requested:

Name

Address

Phone Number

Budget and most recent financial statement for fiscal year

Submit one (1) copy of the following information:

- Copy of “Letter of Determination” from the Internal Revenue Service verifying that the applicant is exempt from Federal income tax under the provisions of Section 501 c (3) of the Internal Revenue Code.
- For the most recently completed fiscal year (a) a statement of Support, Revenue and Expenses and Changes in Fund Balance; (b) a Statement of Functional Expenses; (c) a Balance Sheet- preferably audited.