

**The William McCaskey Chapman & Adaline Dinsmore Chapman Foundation
GRANT APPLICATION GUIDELINES**

Please briefly describe in no more than 3-4 pages:

Your Organization

- Mission, history, programs/services you provide
- Number served or enrolled
- Scholarship budget and percent of students receiving scholarship aid
- Special accomplishments that set you apart from other organizations

Project details:

- Purpose of the grant request
- What outputs you expect (e.g. number of students served over what period of time)
- What outcomes you expect in terms of specific achievement of the students
- Description of the students to be served in terms of ages, area of residence, demographics and economic level.
- How students will be selected for participation

Financial details:

- How you determined the amount needed for this project
- How much of the total budget you are requesting from the Chapman Foundation
- How you will raise matching funding & from what sources you expect to raise it
(Please note the foundation encourages dollar for dollar matching for all grants.)

Please include:

Board of Directors list
Recent financial statements
Proof of 501c3 status