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OUTLINE FOR A WRITTEN GRANT REQUEST

This Foundation asks that requests for grants be submitted in writing or through our online grant application. Contact the Foundation office for details on how to access the online application form. Most applicants will use our online application to apply for funding. Instructions for our Online Grant Application are available on our website at www.edythbush.org. We strongly encourage you to apply online as you will have immediate acknowledgment of the receipt of your application and it will be processed much faster. However, if you wish to submit your request in writing, it should include the following:

1. Name, address, telephone number, and Federal Employer Identification Number (EIN) of the tax-exempt organization which will be the recipient of the grant.
2. The amount requested, and a complete statement of why the grant is needed and what will be done with the money.
3. Name, contact information, and position or relationship to the organization of the individual signing the grant request.
4. A signed statement that the grant request has been authorized by the governing board to be submitted on behalf of the requesting organization.
5. List of other funders (and amounts) you are approaching for this project.
6. List specific goals you expected to accomplish with the grant funds.
7. How the project or operations will be financed after funds from this Foundation are expended.
8. Measurement tests by which the effectiveness of the grant, if made, should be judged when the grant funds have been expended.
9. A detailed budget of the project or need, showing how the requested funds from this Foundation would be spent. (Three columns usually are effective: Line Item, Total Project, and Foundation Funds.) Include the length of time funds will be needed.
10. A statement that the requesting organization will furnish a report showing how the funds were spent and that funds were spent solely for the purposes for which the grant is sought. Such reports must satisfy the requirements of the Edyth Bush Charitable Foundation, Inc., the Internal Revenue Service, and may be required to be certified by a Certified Public Accountant. If a grant is made by the Foundation to your organization, you will be expected to accept the General terms and Conditions "Exhibit A" available in the Grantee Tool Box at www.edythbush.org.
11. The names, occupations and business affiliations of each of the Board of Directors or the Trustees responsible for the management of the requesting organization.
12. The application must furnish as attachments:

- (a) A statement signed by you that your organization's tax exemption under Internal Revenue Code Section 501(c)(3) and your status under Section 509(a) has not been revoked or modified.
- (b) Your agency's latest annual IRS Form 990 and Audit, if such audits are made. Provide the most recent quarterly or monthly management financial report as well, if the annual statement is more than three months old.

Grant requests will not be returned to the applicants.

When a grant request has been acted on, such action is final upon the request as presented. It normally will not be carried over for future consideration unless specifically designated for further investigation or deferred by the Board of Directors. The applicant is not precluded by denial of a request from making other new grant requests in the future unless the field of a denied request is one which our Board of Directors has limited by a policy determination.

Grant requests should be transmitted through www.edytbush.org or mailed to:

Edyth Bush Charitable Foundation, Inc.
199 East Welbourne Avenue
Winter Park, Florida 32790-1967
Telephone: (407) 647-4322
Toll free in Florida: (888) 647-4322

Dated: November 2, 1979
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