



GRANT APPLICATION

Note: Application must be COMPLETELY filled out in order to be considered.

ORGANIZATION INFORMATION

Organization Name _____ Date of Incorporation _____

Address _____ Tax ID No. _____

City/State/Zip _____

Main Telephone _____ Website _____

Executive Director Mr. Mrs. Ms. Other _____

Exec. Director Email _____ Exec. Director Telephone _____

Contact Person/Title Mr. Mrs. Ms. Other _____

Contact Email _____ Contact Telephone _____

Primary Service Category (check only one)

Education Health Human Services Other _____

Summarize the organization's mission (2-3 sentences)

Indicate geographic service area _____

List the clientele you serve and the number served per year (Who and how many will benefit?) _____

REQUIRED ATTACHMENTS:

1. An itemized, projected Program Budget for the calendar year. The Jones Foundation distributes funds in December to be used in the following calendar year. Therefore, even if an organization's program runs on a fiscal year, or any other timeline, the required budget/expenses must be for the calendar year.
2. A list of the current Board of Directors including each person's business address and occupation
3. A 501(c)(3) Determination Letter which must exactly match your organization's name and Tax ID No. on page 1 of your Application. The Foundation only considers applications from non-profit organizations as defined under the Internal Revenue Code and applicable regulations. The applicant must have obtained such letter prior to submitting an application and must include a copy with this application.

MAIL YOUR COMPLETED APPLICATION TO:

Joseph E. & Marjorie B. Jones Foundation
Attn: Application Processing
P. O. Box 6677
Annapolis, MD 21401-0677

IMPORTANT NOTES:

The grant application deadline is **May 15th** each year. All applications must be **IN** our P.O. Box no later than close of business that day. If the 15th falls on a Saturday, Sunday or holiday, the deadline is the Friday **BEFORE** the 15th. If your application is not received by the deadline, it will **NOT** be considered for the current year's grant cycle but you may re-apply next year.

The Post Office does not accept UPS or FedEx deliveries. In addition, The Jones Foundation does not accept hand-delivered or electronic submissions. There is **NO** exception to this policy.

Do **NOT** include any supplemental documents (including marketing material, annual reports, tax returns, etc.) with your application. If we need further information, we will request it once your application has been reviewed.