





## REQUIRED ATTACHMENTS

1. An itemized, projected Program Budget for the **upcoming** calendar or fiscal year (**not** the current calendar or fiscal year). If the organization's program runs on a fiscal year that is other than a calendar year, the fiscal year budget submitted with the application must include at least six months of the upcoming calendar year, and the requested grant amount cannot exceed the portion of the fiscal program budget that falls within the upcoming calendar year. As an example, for a grant application submitted in May 2025 (for 2026), the Fiscal Year Program Budget provided must include at least 6 months within 2026 (e.g., a budget for October 1, 2025 through September 30, 2026 is acceptable) and the requested grant amount cannot exceed the portion of the fiscal program budget that falls within 2026.
2. A list of the current Board of Directors including each person's business address and occupation.
3. The organization's 501(c)(3) Determination Letter which **must** exactly match the organization's name and Tax ID No. on Page 1 of the 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.

**Please do not include any supplemental documents (e.g., marketing materials, annual reports, tax returns, etc.) with your application. If we need further information, we will request it separately during our application review process.**

## MAIL YOUR COMPLETED APPLICATION TO:

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

## PLEASE NOTE THE FOLLOWING

The grant application deadline is **May 15th** each year for the following calendar 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 15<sup>th</sup>. If your application is not received by the deadline, it will **not** be considered for the current year's grant cycle (a new application may be submitted for the following year).

The U.S. Post Office does not accept UPS, FedEx or hand-delivered packages. All applications must be mailed to the post office. In addition, The Jones Foundation does not accept hand-delivered or electronic submissions. There are **no exceptions** to this policy.