



All inquiries and grant requests should be emailed to [dkent@galvanfdn.org](mailto:dkent@galvanfdn.org) and addressed to the President, T. Eric Galloway. Interviews are initiated by the Foundation. A letter of inquiry summarizing the request and stating the dollar amount of the required funding should precede the submission of a full proposal. A full proposal should incorporate the following elements.

**1. Cover Letter**

This summarizes in no more than two pages what is being requested, the objectives, and significance of the proposed program and the major activities planned.

**2. Cover Sheet**

Includes:

- Date of application
- Name of contact, with phone and extension numbers and e-mail
- Name of organization, address, and phone with website address
- Purpose of the proposal in two paragraphs (or less)
- Amount of the request
- The amount of the total project budget and future funding plans, if applicable
- The amount of total agency-wide organizational budget for current year and year previous

**3. Proposal**

The proposal itself should not exceed five pages and may be shorter. It should include:

- A detailed description of the program design and what is to be accomplished during the proposed grant period
- A statement of the qualification or capabilities of the organization to carry out the proposed project
- A description of how the project will be evaluated
- A budget noting all planned expenditures, sources of income, anticipated income, and plans for future fund raising for the project, if applicable.

**4. Additional Documentation**

Each proposal must be accompanied by a copy of the Internal Revenue Service letter indicating tax-exempt (501 c3) status; also the most recent financial statement (preferably audited); a current organizational operating budget; a list of directors and officers of the organization; and the latest annual report. Applicants may also include relevant publications or news articles.