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APPLICATION SUBMISSION CHECKLIST

To apply for funding applicants must submit the following items:

* Cover Letter signed by the organization’s Board President or Executive Director.
* Completed Ulster Savings Foundation Grant Application Form.
* List of your board of directors.

Send the above items in one packet to:

**Ulster Savings Charitable Foundation**

**180 Schwenk Drive**

**Kingston, NY 12401**

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**FUNDING APPLICATION**

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| **General Information** |
| **Legal name of Organization:** |
| **Name and Telephone Number of Executive Director:** |
| **Address:** |
| **Grant Contact Name:** |
| **Grant Contact Title:** |
| **Grant Contact Phone:** |
| **Grant Contact E-Mail Address:** |
| **Organization’s Total Staff Size (Full Time / Part Time):** |
| **Organization’s Total Number of Volunteers:** |
| **Organization’s Total Annual Budget:** |
| **Is Organization a 501 (c)(3) Non-Profit (Yes/No):** |
| **Board Member Names (may attach list if easier):** |
| **About Your Proposal** |
| **Amount Requested from USB Charitable Foundation:** |
| **Total Budget for Project / Initiative Requested:** |
| **Type of Request (program, project, capital, etc.):** |
| **Summarize your Proposal**  **(please include why the project is needed in the community, the target population and geographic communities that will be served, and please specify anticipated outcomes):** |
| **Additional Information that you would like the Grant Committee to consider:** |

Note: Additional information may be requested after committee review

Send to:

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**180 Schwenk Drive**

**Kingston, NY 12401**