



366 5th Street  
New York, New York 11215

## PROPOSAL FACE SHEET

*To be completed by grant seeker*

Date: \_\_\_\_\_

Deadline must be postmarked by:

August 31, 2011

January 31, 2012

and mailed USPS 1<sup>st</sup> Class with **NO**  
"Signature Required" or  
"Confirmation of Delivery Requested"

### ORGANIZATION INFORMATION

|                                            |        |          |
|--------------------------------------------|--------|----------|
| Name of Organization:                      |        |          |
| Legal name, if different:                  |        |          |
| Address:                                   |        |          |
| City, State, Zip:                          |        |          |
| Employer Identification Number (EIN):      |        |          |
| Phone:                                     | Fax:   | Website: |
| Contact person regarding this application: |        |          |
| Title:                                     | Phone: | Email:   |
| Mission of organization:                   |        |          |

Is your organization an IRS 501(c)(3) not-for-profit? \_\_ Yes \_\_ No

### PROPOSAL INFORMATION

|                                                                              |
|------------------------------------------------------------------------------|
| Please let us know the purpose of the grant (using only the space provided): |
|------------------------------------------------------------------------------|

|                                                                       |
|-----------------------------------------------------------------------|
| Measure(s) of success for the grant:                                  |
| Is this program unique? If yes, please explain in the space provided: |
| How will this effort be sustained?                                    |
| Amount requested: \$                                                  |
| Percentage of philanthropic support for this project:                 |

Please explain how this grant proposal meets the mission of Viola W. Bernard Foundation:

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**Check list of Enclosures:**

- 501(c)(3) Letter (most recent)
- Audit
- Total annual budget for the organization
- Total budget for the project
- List of funders who support the organization