



The Palm Foundation

Palm Foundation Cash Grant Application Form (for applying charitable organizations)

Organization Name: _____

Organization Address: _____

Contact Name and Title: _____

Telephone Number: _____

Fax Number: _____

E-Mail: _____

Website Address: _____

501[c]3 Tax Exempt I.D. Number (or overseas/international equivalent): _____

Amount of Request: USD\$ _____

Organization Information

Please respond clearly and concisely to the following items in the order they are listed below. Incomplete proposals will not be considered. Please limit your application to no more than five (5) pages.

1. Please describe your organization's primary mission, a brief history of your organization, current goals and how they fit one or more of the Palm Foundation's focus areas.
2. Please briefly describe two examples of programs or projects completed in the last year. If you are a new organization, describe the work you have done to substantiate the need for your program(s) or service(s).
3. What is/are the issue(s) to be addressed by this proposal to the Palm Foundation? Describe the work you have done to substantiate the need for your program(s) or service(s).

4. Describe the objectives of this program/project, your projected outcomes, implementation timeline and methods of evaluation.
5. What makes your project/program unique?
6. Geographic area to be served.
7. Number of people served by your organization. Indicate who is included in this population (cultural, social and economic backgrounds).
8. Please detail how Foundation funds will be used.
9. What other groups or organizations partner with you or will be served by this program/project? How will this program/project avoid duplicating services?
10. What is your program/project's budget? Cite committed or pending funding for the program/project.
11. Please list other sources of financial support, amounts received from each during the previous or current fiscal year, including foundations, corporations, and all other sources. (Do not replicate this information if this is included in your annual audited financial statements).

Attachments

1. Name(s) and qualifications of the person(s) administering the grant.
2. Names and affiliations of the organization's Board of Directors.
3. Copy of your organization's 501[c]3 letter (or overseas/international equivalent).
4. Organization's current fiscal year budget.
5. Copy of organization's current audited financial statements.
6. Copy of your organization's non-discrimination policy.
7. List of Palm employee(s) and their involvement with the organization, if applicable.

(PLEASE NOTE: Processing your proposal will be denied if these attachments are not included.)

Please send your completed application and attachments to:

**Gisela B. Bushey, Foundation Manager
Palm Foundation
950 West Maude Avenue
Sunnyvale, CA 94085**

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408-224-7563 (fax)