



HealthStar Foundation Application Form

GENERAL INSTRUCTIONS

- Type and single-space all proposals.
- Provide all of the information in the order listed.
- All Questions relative to the request must be completed fully.
- Submit only one copy with numbered pages; do not bind or staple.
- Do not include materials other than those specifically requested at this time.
- Do not send videotapes.

Submit the following attachments with the completed proposal:

1. Complete list of the organization's officers and directors;
2. The organization's actual income and expense statement for the past fiscal year, identifying the organization's principal sources of revenue and the amount received.
3. The organization's projected income and expense budget for the current fiscal year, identifying the projected revenue sources;
4. Copies of the IRS federal tax exemption determination letters.
5. An evaluation form will be sent along with donation. Failure to submit the Evaluation form when requested will result in future applications not being considered.

NARRATIVE

PLEASE PROVIDE THE FOLLOWING INFORMATION IN THE ORDER PRESENTED BELOW.

Project/Program Abstract

Describe in three to five sentences the proposed program, how it relates to the organization's mission, capacity to carry out the program and who will benefit from the program.

Organization Information

Provide a brief summary of the organization's:

- Mission, goals, programs, and major accomplishments, success stories and qualifications;
- Show evidence of client & community support;
- Description of the population served, including total number, geographic, demographic,
- And socio/economic characteristics.

Project/Program Description

- Explain the significance/scope of the program and why your organization is qualified to carry it out.
- Describe the expected outcomes and the indicators of those outcomes.
- How does this program enhance the existing services in the community?

Budget Summary

	Your contribution	Other sources/partners	HealthStar Foundation Request	Total project summary
Permanent equipment				
Materials				
Supplies				
Travel				
Outside personnel cost				
Other (Please define below)				