



GRANT REQUESTS

Grant requests are by invitation only and must include the following items:

A. Cover Letter

B. Summary of Applicant Organization

C. Narrative (preferred length not to exceed three pages)

1. Agency Information
 - a) Mission statement and brief statement of goals and objectives;
 - b) Summary of organization's history; and
 - c) Description of current programs, activities and accomplishments.
2. Purpose of Grant
 - a) Brief statement of the issue to be addressed; description of constituency served (include number served); target population; how will they benefit?
 - b) Description of goals and objectives for the purpose of the grant;
 - c) Description of activities planned to accomplish these goals; is this a new or ongoing activity on the part of the sponsoring organization;
 - d) Timetable for implementation (if for specific program or capital project);
 - e) Other organizations, if any, participating in the activity; and
 - f) Long-term sources/strategies for funding at end of grant period.
3. Evaluation. Please discuss:
 - a) Expected results during the funding period;
 - b) How you would define and measure success;
 - c) How will the project's results be used and/or disseminated; and
 - d) Any available data on success and/or effectiveness for existing programs.

D. Attachments – Please include the following:

1. Board of Directors – include occupations and/or community affiliations;
2. Names and qualifications of key staff;
3. Most recent fiscal year-end financial statement (audited if available);
4. Budget for current year;
5. Annual report (if available);
6. A copy of the original IRS determination letter indicating 501(c)(3) tax exempt status;
7. List of major contributors (and amounts) to organization/program; and
8. List of volunteer involvement and in-kind contributions (if applicable).

Your grant request must be typed with four copies submitted (please retain a copy for your files). Grant requests may be delivered to our office at 3801 East Sunshine in Springfield or mailed to Darr Family Foundation, PO Box 4087, Springfield, MO 65808. Grant requests must be in our office before 4:00 p.m. on Wednesday, May 5, 2010.

Please note: There will be no exceptions made for late grant request submissions.

Grant Recipients

Organizations selected as grant recipients will be notified no later than May 30, 2010. Grant proceeds will be awarded in early June.