

# **APPLICATION INSTRUCTIONS**

## **General Information:**

You may complete the 2011 Application for External Funding Requests by visiting our website at [www.angusfoundation.org](http://www.angusfoundation.org). Click External Requests for Funding and then click on Application and download. Type your responses to the questions using Microsoft Word and attach the related information requested by the Angus Foundation.

Never respond “N/A”. We consider all questions to be applicable. If the answer is “none” or “no,” then state.

Print the form and mail it via USPS standard mail with the required attachments to:

Bryce Schumann  
Vice Chairman of the Board  
Angus Foundation  
3201 Frederick Avenue  
St. Joseph, MO 64506

## **I. ORGANIZATION INFORMATION**

- A. Legal name of the organization - The name of the organization must be the same as the name on the IRS letter that states your organization has tax exempt status.
- B. Employer identification number.
- C. Physical address of the organization – The IRS letter should also reflect the current address of the organization.  
Mailing address of the organization - All correspondence will be sent to this address.
- D. Telephone Number – Please include the area code.  
Fax Number – Again, please include the area code.
- E. Contact information – List the name and title of the person to whom questions regarding the proposal should be addressed. The person named should be an employee or board member of the organization, not an externally hired consultant. You are responsible for forwarding any correspondence to the appropriate personnel within given deadlines.  
Phone number - Please include the area code  
Email Address – This is the address to which communication regarding the proposal could be sent.
- F. Please include the name of the CEO of your organization, if it is different than the contact name given previously.
- G. Beginning date of organization.

- H. Mission Statement and Vision Statement - Please list your organization's most current mission and vision statement. A vision statement "answers WHERE we want to go/be".
- I. Brief description of your activities and the people and geographic area your organization serves. Provide one or two sentences to describe the organization. An opportunity exists within the body of the proposal for expansion of the topic, but this summary acts as the introduction of the organization to the reader. Assume the reader knows nothing about your organization. (25 word limit)

## **II. PROJECT INFORMATION**

State total amount of project and funding amount being requested.

## **III. EXECUTIVE SUMMARY OF YOUR REQUEST**

This should be a succinct and persuasive summary of the request. The summary forms the reviewers' initial impressions of the application and provides a framework for the readers to visualize the project. The remainder of the proposal serves to deepen and amplify the vision. Pretend that this is the one chance to state your case to someone who knows nothing about your organization or project, so clearly and concisely summarize all key information. Please observe the word limitation (100 words).

## **IV. REQUIRED ATTACHMENTS**

Please read the list of required attachments carefully and affix accordingly to your 2011 Application for External Funding Requests when submitting funding request to the Angus Foundation.