

# Grant Request Form

Please send your completed application and all supporting documentation to:  
[foundation@opturo.com](mailto:foundation@opturo.com)

Or mail to:

**Opturo Foundation**

15 Paradise Plaza

#260

Sarasota, FL 34239

USA

## SUMMARY:

Please summarize the purpose of your organization. Briefly explain why your agency is requesting this grant, what goals you hope to achieve, and how you will spend the funds if a grant is made.

## NARRATIVE

A. Background—Describe the work of your agency, addressing each of the following:

1. A brief description of its history and mission.
2. The need or problem that your organization works to address, and the population that your agency serves, including geographic location, socioeconomic status, race, ethnicity, gender, sexual orientation, age, physical ability, and language.
3. Current programs and accomplishments.
4. Number of paid full-time staff; number of paid part-time staff; number of volunteers.
5. Your organization's relationships with other organizations working to meet the same needs or providing similar services. Please explain how you differ from these other agencies.

B. Evaluation—Please explain how you will measure the effectiveness of your activities. Describe your criteria for a successful program and the results you expect to have achieved by the end of the funding period.

ATTACHMENTS— *(These questions can be links to websites or brochures explaining your organization. Please label all attachments to correspond to the bold-faced, capitalized items below.)*

**A. Financial Information**—Please provide the dates that each document covers.

1. Your MOST RECENT FINANCIAL STATEMENT, audited if available. This statement should reflect actual expenditures and funds received during the most recent fiscal year.
2. Aligned side by side on the same page, OPERATING EXPENSE BUDGETS for the current and most recent fiscal year.
3. Aligned side by side on the same page, A LIST OF foundation and corporate SUPPORTERS and all other sources of income, with amounts, for your current and most recent fiscal year.

If project funding is requested:

4. A CURRENT EXPENSE BUDGET FOR THE PROJECT. List each staff line separately and include % of time spent on project. Indicate the specific uses of the requested grant, if possible.

**B. Other Supporting Materials**

1. A list of your Board of Directors, with their affiliations.
2. For US based organizations, a copy of your most recent IRS letter indicating your agency's tax exempt status. For non-US based organizations, proof of non-profit status.
3. Your most recent annual report, if available.
4. Examples of recent articles about, or evaluations of, your organization, if available.