

Henry E. Niles Foundation

Instructions for Application Submission

Applicants should be as concise as possible when responding to all grant application questions and should use only this application form to submit any request; limiting your responses to the spaces provided. The application and any attachments should not be more than ten (10) pages total.

All material must be submitted on standard size (8 ½ x 11) single sided paper, unfolded and unstapled/unbound to be included in the meeting packages. Please do not send any books, pamphlets, CDs or DVDs. Aside from the required attachments, additional information is not encouraged.

Send one (1) copy of your completed Application to:

Henry E. Niles Foundation, Inc.
c/o Smith & Grant LLP
9 Greenwich Office Park, 3rd Floor
Greenwich, CT 06831

We cannot confirm receipt of applications, if you require confirmation, please send your application with your own tracking.

Applications are reviewed in the order received. The Foundation Board meets ten (10) times per year and will review up to thirty-five (35) applications per meeting.

Applicants will be notified by mail of the Board's decision at the address provided to the Foundation on the Contact Information section on the following page.

Required Attachments

Current or proposed budget for the organization

Current or proposed budget for the program/project

Copy of IRS Letter of Determination

Henry E. Niles Foundation

Grant Application

Contact Information

Organization Name

Short Project Title

Requested Amount

Tax ID Number (EIN)

Primary Contact Name

Primary Contact Title

Mailing Address

City

State

Zip code

E-mail Address

Direct Phone Number

Application Date

Additional Contact Information (optional)

Grant History

Are you a returning Applicant?

Yes

No

If yes, date of prior Application

Status of prior Application

Approved - this Application must include a Grant Report on the prior award

Declined - this Application must state in the Project Description how it differs from the prior declined Application.

Henry E. Niles Foundation

Grant Application

Organization Name:

Website:

Contact Name:

Contact Title:

Contact E-mail:

Main Address:

City:

State:

Proposal Information

(complete this section with information related to the specific program or project you are seeking funding for)

Short Project Title:

Is this a new program/
project?

Yes
No

Date program/project started:

Requested Amount:

Total Project Budget:

(attach complete detailed project budget)

Focus and geographic emphasis of organization:

Please check one or more of the following categories describing your project:

Education

Employment

Elderly

Health & Medical

Faith-based/Religion

Humanitarian

Youth Development

Other

Project Description:

Has other funding been committed for this program/project?

Yes No

describe, indicating source(s) and amount(s)

Is other funding being sought for this program/project?

Yes No

describe, indicating source(s) and amount(s)

General Organization Information

(complete this section with information related to the organization as a whole)

Is your organization recognized as a charity pursuant to the US Internal Revenue Code?

Yes No

(attach a copy of your organization's IRS Letter of Determination)

Incorporation Date:

Number of members on the Board of Directors: Number of Board meetings last year:

Amount of operating budget for the current year:

(attach complete organization budget)

Number of Employees: Full-time Part-time Volunteers

Please describe your fund raising activities:

Please list three (3) major areas of concentration (of your organization as a whole) and describe briefly the programs and activities being utilized to accomplish your objectives in each category:

Area of Concentration #1

Area of Concentration #2

Area of Concentration #3

Letter Concerning Tax Status

Henry E. Niles Foundation
c/o Smith & Grant LLP
9 Greenwich Office Park, 3rd Floor
Greenwich, CT 06831

Dear Sirs:

The undersigned is

of

(hereinafter referred to as the organization), which is applying for a grant from the Henry E. Niles Foundation, Inc.

In connection with such application, the undersigned certifies that the organization has received determinations from the Internal Revenue Service which have not expired or been revoked or terminated, that (I) it is an organization described in Code Section 501(c)(3) which is exempt from Federal income tax, and (II) either (i) (1), (2) or (3) of code Section 509 (a) or (ii) the organization is an exempt operating foundation as defined in Code Section 4940(d)(2).

Very truly yours,

Print Name: