# INFORMATION REQUESTED BY THE BOARD OF DIRECTORS 2025-2026

**Instructions**

Please fill out the form on the following page to accompany your letter of inquiry. This information must be provided separately from any other budget information provided in your proposal. No request will be considered without this information.

Please **do not alter any formatting** on the following sheet. **Please submit in word document, not .pdf format.**

Please note that we are asking for your project or program's start and end dates, not the expected duration of the grant. **Please ensure that your letter of inquiry defines the exit strategy for the project if there is no specific end date.**

Please list any previous Munson funding to your organization in the **following format**: PREVIOUS MUNSON FUNDING FOR THIS PROJECT: 2012: $10,000; 2011: $10,000; 2010:

$15,000; etc.

If you received funding for other projects over the years, consecutive years may be included as a cumulative amount, as: 2005: $5,000; 1999-2003: $40,000

We are aware that not all projects fit neatly into the request for information as follows. Please do the best you can filling in the blanks. Feel free to include explanatory notes on a separate sheet.

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ORGANIZATION NAME:

WEBSITE:

FEDERAL-EIN:

FULL CONTACT INFORMATION – This is where we will address a grant should the Board select your project

Name (First and Last):

Title:

Organization Name:

Mailing Address:

Phone:

Email:

Please note that we are aware that your organization’s legal mailing address and its current mailing address may not be the same due to remote working protocols—please ensure that we have both.

***Name of Project/Program:***

***Location of Above (City/State):***

***Amount of Grant Request:***

***Program/Project Budget [for this request]:***

***Other funders for Project:***

***NGO & Other partners for project:***

***Project Start Date:***

***Project End Date:***

***Previous Munson Funding for Project:***

***Overall Annual Budget for Organization:***

***Percent Funding from Foundations:***

***List Five Largest Foundation Contributors:***

***Previous Munson Grants to Organization: Write NONE if all grants have been for the same project.***

***Other Major Funding Sources:***