



Small Grant Application Form

Please use this application form for all grants up to \$2,500. Copies of this application form and application forms for larger grants can be downloaded from our website at www.altafoundation.org. To be mailed a copy of one of our application forms, please contact the ALTA Foundation at info@altafoundation.org or telephone us at (425)466-9072.

***Application Deadline:** While we will accept applications for grants all year round, the deadline to be assured that your application will be considered for the upcoming academic year is **March 1st**. For all applications we receive prior to March 1st, we will send out notification on or before May 1st to let applicants know if their proposals have been approved or denied funding for the upcoming academic year. Any applications received after March 1st will be considered for the upcoming school year only if we have additional funding left over after all timely filed applications have been considered.*

Please send your completed application form to:

*The ALTA Foundation
P.O. Box 1096
Mukilteo, WA 98275*

*We ask that you include **5 copies** of your application and supporting materials with your submission.*

Part A: General Information

1. Name of school or organization
2. Contact name and title
3. Contact address
4. Contact phone number
5. Contact fax number
6. Contact e-mail
7. School or organization website
8. Is your school or organization public or private?
9. (Schools only) What was the total enrollment of your school and school district last year?

10. Please tell us about your school or organization. What community does it serve? (100 words or less)
11. Are you a non-profit school or organization? If so, please provide proof of your institution's tax-exempt status under the Federal Internal Revenue Code. If this is not available, please explain.
12. Does your school or organization operate only within Washington State? If not, please explain.
13. Does your school or organization operate outside of the United States? If so, please explain.
14. Is your school or organization a foreign corporation or a foreign organization?
15. Describe your school or organization's past experience working with children with special needs?

Part B: Description of Need

1. In general terms (200 words or less), please describe your project with reference to:
 - a. why the project is important, and
 - b. the issues/problems the project is addressing, and
 - c. a proposed timeline for your project or purchase.
2. Please itemize the expenses that you are expecting to incur. Please indicate the expenses that the ALTA Foundation grant will pay for if your project is awarded funding.
3. Are you currently requesting assistance from other charities or sources to fund this project? If yes, please explain.
4. If this project will require permits or letters of approval from any regulatory agency, have you obtained these permits or letters? If not, why not? Have any permits been denied or letters refused? If so, please explain.
5. (Public schools or organizations only) Is it possible that funds for this project could be provided through the school district or other public sources? If so, why do you feel the ALTA Foundation is the best source for assistance?

Part C: Other Information

1. Has your school or organization received assistance from the ALTA Foundation in the past? If yes, when and for what purpose? Please include the grant number(s).
2. Will the project provide direct benefit to any employee or volunteer in your organization or to the dependent of any employee or volunteer? If so, please explain.
3. Please see Attachment A "Responsibilities of Grantor and Grantees". The terms of this attachment must be agreed to and signed by the Grantee prior to final approval of funding from The ALTA Foundation. Is there anything in Attachment A that would prevent you from agreeing to the terms detailed in said document? ***If not, please sign and submit Attachment A along with your application.***

4. Does your school or organization support or oppose candidates in political campaigns in any way? If yes, please explain.
5. Does your school or organization attempt to influence legislation in any way? If yes, please explain.
6. Is the purpose of your grant application to provide assistance within Washington State only? If not, please explain.

The ALTA Foundation is a private, non-profit organization and is committed, as a matter of principle, to providing equality of opportunity to all. The ALTA Foundation does not discriminate against any person because of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status or disability.

Attachment A

Responsibilities of Grantor and Grantee

The ALTA Foundation (“Grantor”) will provide the promised amount of funding on the mutually agreed to dates. _____ (“Grantee”) will use these funds only for the purpose for which the grant was made as detailed in Grantee’s “Application for Grant” dated _____.

Upon approval, Grantor will communicate to its financial institution that said financial institution set aside funds for this project. This will ensure that the capital exists for all scheduled funding.

Grantee promises to spend these funds in a responsible manner. Materials and labor will be paid for at or below fair market price. Goods and services will be purchased at or below fair market price.

Grantee will provide periodic written reports concerning the use of the grant funds. These reports will be delivered to the Grantor according to a mutually agreed upon schedule designed to fit the parameters of the particular project. At a minimum, a final written report will be required with an accounting of how grant funds were used. This report will be delivered to the Grantor within 60 days of project completion.

Grantor reserves the right to withhold scheduled funding and reserves the right to require the return of unused funds if:

- funds have been misused, or
- funds have been used for a purpose outside of the scope originally agreed upon by Grantor and Grantee, or
- the project is significantly behind schedule due to Grantee’s negligence and/or mismanagement, or
- the project is at significant risk of not being completed.

If the project is significantly behind schedule, Grantor will communicate any concerns before funding is withheld or retrieved. Grantor may work with Grantee to revise the existing project schedule. If it appears funds are deliberately being misused, Grantor has the right for immediate withholding and retrieval of funds.

Grantor has the right to on-site inspections during and after completion of a project or following the purchase of goods or services with funds obtained from Grantor.

In the event the project was over-funded, the remaining funds will be returned to the Grantor. In the event the project was funded from multiple sources, the Grantor will be returned funds in proportion to the amount of funds given. (For example, if Grantor funded 70% of the project then the Grantor will be returned 70% of the remaining funds at the completion of the project.)

Grantor may include a description of the funded project, take photos of the funded project, and include the use of the Grantee’s name, in promotional and fundraising materials.

Grantee does not discriminate against any person because of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status or disability.

Grantee promises that the grant proposal was filled out truthfully and correctly.

Grantee school/organization

Dana Schumacher
President, ALTA Foundation

Signer on behalf of school/organization

Date

Title of signer

Date