

Dream Blue Foundation Grant Application Form

Part 1—Your Organization

1. Contact Details

Organization: _____

President / Chief / Executive: _____

Project Officer: _____

(all correspondence will be sent to the Project Officer)

Phone: (office): _____ Fax: _____

(mobile): _____

Email: _____

Mailing Address: _____

Street Address: _____

2. Business Information

Is your organization:

Incorporated *Please attach copy of incorporation certification*
or

Other legal entity? *Please attach copy of articles of association or other supporting documentation*

Is your organization tax exempt? Yes No

Please attach copy of Taxation Status Form

3. Organization Profile

Please outline the role, function, aims and objectives of your organization:

Please list all funding your organization has received over the past **5 years** from other funding bodies

Date	Funding Body	Program	Project Description	Funding sought	Funding period

Part 2 – The Project

1. Project Title: _____

2. Funding requested: \$ _____

3. Project Narrative:

Attach a separate project proposal detailing the project plan for managing, monitoring, and evaluating the project. Please be sure to describe how the project outcomes will strengthen the capacity of your organization, address an existing need, and are achievable.

4. Project Plan

Please outline the key deliverables for your project, associated milestones, and date for completion.

Deliverable	Milestone	Dates/ Timeframe

5. Project Budget

Please provide an itemized budget of all expenses associated with the project including items funding through other sources

Item of Expenditure	Dream Blue Foundation Grant \$	Other Sources \$
Total		

6. Funding Payment Schedule

Funding will usually be provided to grant recipients in the following three installments:

- Installment 1: 40% of total grant funding
Paid upon signing of the Funding Agreement
- Installment 2: 50% of total grant funding
Paid upon submission of a satisfactory project progress report by the grant recipient to DBF
- Installment 3: 10% of total grant funding
Paid upon submission of satisfactory final project report by the grant recipient to DBF

Request to change funding payment schedule.

If the project is likely to incur the majority of costs during the first 3 to 6 months, you may request a different breakdown of payments, subject to approval by Dream Blue Foundation.

Please include the preferred installments below and state reasons:

- Installment 1: \$ _____
- Installment 2: \$ _____
- Installment 3: \$ _____

Reason: