

THE COWLES CHARITABLE TRUST
P.O. Box 50027
Staten Island, New York, 10305

PROPOSAL COVER SHEET

Please complete this form and submit with your proposal packet. See page 3 for explanation of information items. Please return completed form to the Trust at submissions@cowlescharitabletrust.org

INFORMATION ON APPLICANT ORGANIZATION

1. ORGANIZATION _____

2. PREVIOUS OR OTHER NAME _____

3. ADDRESS _____

TELEPHONE _____ E-MAIL _____

4. NAME /TITLE OF CONTACT _____

5. YEAR OF MOST RECENT COWLES CHARITABLE TRUST GRANT (IF ANY) _____

6. BRIEF STATEMENT OF ORGANIZATION'S HISTORY AND MISSION (PLEASE LIMIT TO SPACE PROVIDED) _____

7. NAME/TITLE OF CEO _____

8. SIGNATURE OF CEO ENDORSING PROPOSAL _____ DATE _____

(PLEASE NOTE – FORM MUST BE SIGNED OR WILL BE RETURNED)

INFORMATION ON PROPOSED PROJECT

9. BRIEF SUMMARY OF REQUEST (PLEASE LIMIT TO SPACE PROVIDED) _____

10. TOTAL COST OF PROJECT \$ _____

11. AMOUNT REQUESTED \$ _____

12. OTHER SPECIFIC SOURCES AND AMOUNTS OF SUPPORT FOR PROPOSED PROJECT. **PLEASE NOTE WE NEED TO KNOW WHAT ADDITIONAL FUNDING HAS BEEN REQUESTED AND/OR RECEIVED IN ORDER TO BE CONSIDERED FOR A GRANT. IF NOT INCLUDED, THE APPLICATION WILL BE RETURNED FOR COMPLETION.**

Last updated 8/19/2023

PROPOSAL PACKET CHECKLIST

Please place a check next to the following documents to indicate each is included as part of the proposal packet **combined in single PDF file**. See “How to Apply for a Grant” guidelines for description of the required documents in the following order –

- 13. ___ Two-page proposal Cover Sheet
- 14. ___ Letter of Application
- 15. ___ Project Budget (revenue and expenses)
- 16. ___ Organization’s Current Budget (revenue and expenses)
- 17. ___ List of Governing Body/Officers and Affiliations
- 18. ___ IRS Document of Current Tax Exempt Status (501(C)(3) IRS LETTER)

DEFINITIONS OF INFORMATION ITEMS FOR PROPOSAL COVER SHEET

1. ORGANIZATION –
The official name of the organization applying for support, as indicated on your IRS determination letter.
2. PREVIOUS OR OTHER OPERATING NAME –
Has the organization in the past or is it now operating under any name other than the name on your IRS determination letter?
3. SELF-EXPLANATORY
4. NAME/TITLE OF PROPOSAL CONTACT –
Please designate a person the Trust can contact if there are any questions about the proposal.
5. SELF-EXPLANATORY
6. BRIEF STATEMENT OF ORGANIZATION’S HISTORY AND MISSION (PLEASE LIMIT TO SPACE PROVIDED) -
7. NAME/TITLE OF CEO -
8. CEO SIGNATURE ENDORSING THE PROPOSAL -
9. BRIEF SUMMARY OF REQUEST (PLEASE LIMIT TO SPACE PROVIDED) –
10. SELF-EXPLANATORY
11. SELF-EXPLANATORY
12. SELF-EXPLANATORY
13. TO 18. – SEE “HOW TO APPLY FOR A GRANT” GUIDELINES.

HOW TO APPLY FOR A GRANT

LETTER OF APPLICATION

Eligible organizations seeking grant support should submit a brief letter (no more than two pages) on the letterhead of the organization. In general, the letter must include the following information –

- _ A brief description of the organization and scope of current activities.
- _ A statement concerning the need for the project or activity.
- _ A statement of the objectives of the project-what it is intended to accomplish.
- _ A brief description of the activities to be included as part of the project and the timetable for their accomplishment.
- _ Please note you are always welcomed to apply for General Operating Support.

Please note that requested material should be submitted as PDF via submissions@cowlescharitabletrust.org.

ELIGIBILITY CRITERIA

The Cowles Charitable Trust supports the arts, education, the advancement of ethical journalism, medical and climate research. Occasionally, the trust supports national and international efforts that are mission aligned or long standing partners. The primary areas of support are Downstate New York and South Florida. Please be advised that the Trust's maximum yearly grant is \$10,000. The Trust does not give grants to individuals.

FREQUENCY OF REQUESTS

The Trust will not consider applications from any institution or organization any more frequently than once every 12 months, whether the result of the previous application was positive or negative. The Trust will not consider applications from any institution or organization receiving a multiyear grant until all payments of the grant have been made.

PROPOSAL DEADLINES

The Board of Trustees meets four times a year (January, April, July and October) to consider grant requests. Proposals must be received on the following dates to be included in the agendas noted –

- December 1 – January agenda
- March 1 – April agenda
- June 1 – July agenda
- September 1 – October agenda

If any of the above dates fall on a weekend or holiday, the proposal must be received the first working day following the published deadline. All completed proposal packets are to be submitted via submissions@cowlescharitabletrust.org. Please note that incomplete packets will not be considered.

COMMUNICATION PRACTICES

Only written applications can be considered. Both telephone and personal interviews are discouraged unless initiated by the Trust. The Trust will reply promptly in writing to all letters of inquiry re applying for a grant.

All applicants will be notified in writing of the Trust's final decision regarding their proposal one way or another within two weeks after the Trustees' meeting.

Unfortunately, the number of worthy projects greatly exceeds the ability to respond favorably. The Trust regrets it is not feasible to engage in correspondence or telephone conversations with applicants regarding its reasons for declining a request.

PAYMENT AND REPORTING PROCEDURES

A check and/or payment schedule is enclosed in all grant notifications. The Trust asks that all grant recipients acknowledge their receipt of Trust funds electronically. A final brief report must be sent to the Trust electronically within 60 days following the program period for which the grant was given, or following the expenditure of the granted funds, whichever occurs first. This report should state if the objectives of the grant were met, and if not, why not. Of special interest to the Trust are any ongoing effects from the grant. Failure to submit a final report will jeopardize any future grant requests. Progress, financial and other reports are requested by the Trust as needed.

8/19/2023