**Guidelines for Grant Application**

The completed and signed Broadrick Family Foundation Grant Cover Sheet must accompany a typewritten proposal outlining the following:

Summary statement about your organization and your grant request. Please define and document the opportunity, need or issue you seek to address.

Mission statement, background and purpose of the agency; population and numbers served; recent successes.

Specific amount and purpose of the funds requested; need for the project in the community. Please describe the predicted outcomes of the grant in measurable terms. If this is an ongoing project, how will you support it in the future? If other funding is needed to complete the project, where will it come from?

A realistic line-item estimate of project costs and an explanation of how the requested grant amount will be used. **Include a description of how lesser amounts, if granted, can be helpful.**

Project time frame and duration. In this section, describe the sequence of activities needed to accomplish program objectives.

**Checklist for Submission**

Completed and signed Broadrick Family Foundation Grant Cover Sheet

Typewritten proposal (see above guidelines)

IRS Determination Letter

Current list of Board Members, their addresses, phone numbers and principal occupations

Audited financials AND Form 990 for most recent year

Do NOT submit cover letters, books, videotapes, manuscripts, brochure or other unrequested materials. They will not be reviewed or returned.

Mail complete package including cover sheet, proposal and required attachments to:  
**Broadrick Family Foundation  
Attention Tami Sheehan-Broadrick  
19103 Merry Lane  
Lutz, FL 33548**