

**THE MYLANDER FOUNDATION
GRANT APPLICATION
COVER PAGE**

Please type:

Organization _____

Project Title _____

Amount Requested _____ **Employer Identification Number** _____

Address _____ **City, State, Zip** _____

Telephone _____ **Telefax** _____ **E-mail** _____

Executive Director _____ **Telephone** _____

**Signature of Executive Director or
Person Approving Application** _____ **Date** _____

Grant Contact Person _____ **Telephone** _____

Required Information

- 1) Please provide a project narrative (not to exceed 2 pages) answering the following, in this order:
- (a) Summarize the purpose of your project and explain how this grant will be used?
 - (b) Who will this project benefit and in what ways?
 - (c) How will The Mylander Foundation grant funds be used?
 - (d) How will the total cost of this project be funded?
 - (i) if the grant is denied?
 - (ii) if other sources of funding are needed for the project? Are these funds pending or have they been obtained, and from what sources? If you are seeking The Mylander Foundation grant as matching funds for another grant, please explain the terms of the matching grant.
 - (e) If the project is totally funded by grant(s) and the project is to be ongoing how will the project be supported and funded in the future years?
- (2) Completed Budget Form (provided on page 2 of this application)

Required Attachments

- (1) 501(c)(3) IRS determination letter. If you are a church, governmental or other entity covered by a group exemption, provide a copy of the group exemption letter and documentation of your inclusion within the group.
- (2) Current Form 990 or if you do not file Form 990, your most recent financial statement, and annual budget
- (3) Mission statement
- (4) List of board members

Timeline and Submission

Grants are awarded twice annually. **Application deadlines are April 16 and October 1**

Submit **1 original and 9 copies** of the completed application with cover sheet, narrative and budget form, **and 1 copy** of the required attachments to:

The Mylander Foundation
Eric M. Muehlhauser
165 E. Washington Row, Sandusky, Ohio 44870
Phone: 419-625-8324 Email: emuehlhauser@mylanderfoundation.org

Limit on Information: Please submit **only** requested information. Any additional information submitted as part of the grant application will not be considered. Please do not bind the pages of your application other than with a staple nor place your Application in a folder or jacket.

Extensive and voluminous supporting material will not be reviewed or considered by the Distribution Committee. **PLEASE BE BRIEF.**

Incomplete applications, faxed applications, or applications submitted after the deadline will not be considered.

Applicant organizations may be contacted for further information or documentation regarding the grant application. However, it is the policy of The Mylander Foundation Distribution Committee not to engage in discussion regarding outcomes of pending grant proposals.

**THE MYLANDER FOUNDATION
BUDGET FORM**

Directions: Please type the information on the Budget Form and attach to Project Narrative.

Total Project Cost Please list the entire cost of the project. The combined amounts of Column C and Column D will equal the total listed in Column B.

The Mylander Foundation Grant Request Please list the funds requested from The Mylander Foundation only in Column C.

Other Funding for Project Please list in Column D any additional funds from other sources needed to complete this project.

The Mylander Foundation Grant Funding is limited to the following:

- Services** Any contracted services (for example, printing, professional advice, presenters, or independent contractor fees or special employees services) to be funded with this grant.
- Supplies** Any supplies for the project to be paid for with funds from this grant.
- Capital Improvements** Any property purchase, equipment, building materials or facility improvements of the project to be funded with this grant.
- Other** Any costs that do not fit into the above categories. Please explain these costs in the program narrative.

Please note: The Mylander Foundation does not ordinarily make grants to fund salaries for organization employees.

Date project is to begin _____ **Completion Date** _____

A. Category	B. Total Project Cost	C. The Mylander Foundation Grant Request List amount and items to be purchased	D. Other Funding for Project List amount and items to be purchased
Services			
Supplies			
Capital Improvements			
Other			
Total Project Cost [B = C + D]			