

## GRANT APPLICATION PROCEDURES

### FORM OF GRANT APPLICATION

A. The Endowment does not prescribe a specific form for grant applications. However, to be considered complete, a grant application should contain at least the following:

1. **A one-page summary outline.** This outline should include the names, addresses, e-mail address and telephone numbers of the applicant and a contact person if different from the applicant; the objectives of the proposal; the major activities planned; and a timetable for the project. The outline should also include the amount requested, the total project budget and any other sources of support.

2. **A narrative statement.** This statement, not to exceed 15 pages, should provide a detailed explanation of the proposal, how it will achieve the objectives state in the summary outline and how the proposal will further the mission of the National Conference of Bankruptcy Judges Endowment for Education. The statement should include historical information about the applicant and a statement of the applicant's general goals, priorities and services, if applicable. The statement should describe the need for the proposed project and the problem(s) to be addressed by the project. The narrative should describe the activities to be carried out, the staff required, their qualifications and job descriptions, a timetable for implementation of the project and a process or criteria by which success or failure would be measured.

3. **Tax information.** A statement of the tax status of the applicant. If applicable, a copy of the most recent Internal Revenue Service letter granting tax exempt status.

4. **Annual Report.** If the applicant is an institution or organization, a copy of the applicant's most recent annual report, if one exists.

5. **Budget.** A detailed budget for the project, including total anticipated income and expenses, the timing for all such income and expenses, including funding from sources other than the Endowment and "in kind" contributions.

6. **Ownership and management.** A list of applicant's ownership, officers, directors and/or other managers if applicable.

B. Grant applications should be submitted by electronic or first class mail to:

Christine J. Molick, Executive Director  
National Conference of Bankruptcy Judges  
Endowment for Education  
241 Aristides Drive, Irmo, SC 29063  
Telephone: (803) 749-4115  
cjmolick@sc.rr.com

C. Grant applicants who submit an application by first class, rather than electronic, mail should submit 10 copies of the application.