



APPLICATION GUIDELINES

The *Joseph and Harvey Meyerhoff Family Charitable Funds* would like the application process to be as simple as possible. You may submit an application only after our staff has reviewed your Letter of Inquiry and invited you to complete an application for funding.

Your application must include the following:

1. Description of the Institution (1 page or less)

- Organizational Overview
- Mission Statement
- Population Served

2. Description of Program

- Program narrative
 - Desired outcomes
 - Program budget (on separate page)
- } (1 page or less)

3. Financial Information

- Organization's current annual operating budget
- List of current sources of funds – committed funds and pending funds requested
- Past major contributors with amounts
- Most recent annual financial statement (audited if available)

4. Additional Information

- List of trustees/board members and their occupations
- Evidence of tax-exempt status

5. Grant Request Summary

- You must use the attached one-page form entitled "Grant Request Summary"
- Contact info@magnajm.com to have this form sent to you electronically. **The completed form should then be emailed back to info@magnajm.com.**