



GRANT REQUEST WORKSHEET

Date of application:	_____	
Name of charitable organization:	_____	
501(c)(3) tax ID:	_____	
Address:	_____	
Website:	_____	
Contact name:	_____	Title: _____
Contact email:	_____	Contact phone: _____
Total donation amount requested:	_____	One time request (Y/N) _____
Requested deadline for donation:	_____	Multi-year request (Y/N) _____

Please also submit the following information:

1) Organization information

- ◇ Mission and/or vision statement
- ◇ Outline of your current programs and services.
- ◇ Most recent Annual Report.
- ◇ Proof of IRS 501(c)(3) status.

2) Proposal letter

- ◇ Describe the proposed donation and the community it will serve.
- ◇ Provide a time table for the use of the donation.
- ◇ If this request is part of a larger campaign, please provide a summary of the overall plan of how you plan to raise funds, as well as how the funds will be used. Also, provide a list of other donating organizations and the amounts they have committed to.

3) Promotion of donation

- ◇ Describe if and how you plan to promote the proposed donation in your community.
- ◇ Is there an opportunity for “naming rights” with this donation?

Thank you for your application!

Please mail or email it to Jennifer Harnish at 17035 West Valley Highway, Tukwila, WA 98188,
or info@harnishfoundation.org.