



**Small Grants Program
Application for 501(c)(3) Organizations**

GENERAL INFORMATION

Organization Name: _____

Contact Person (Name and Title): _____

Mailing Address: _____

Phone: _____

Email: _____

Grant Amount Requested: _____

GRANT STATEMENT

Please attach a grant statement that provides the following information:

1. Background of Organization
 - What is the mission of your organization?
 - What are the core programs and services that you offer?
2. Specific Funding Request
 - What is the specific program or project for which you are seeking funding?
 - What is your precise funding request? (Klingenstein Small Grants are made in amounts from \$1000 to \$5000 dollars, and PKFF reserves the right to awards partial grants.)
 - What is the total cost of the program and what are your other sources of funding?
 - How will funding from the Paul Klingenstein Family Foundation allow the organization to further its mission?



- How will you evaluate outcomes of the program (or, if it is an existing program, what are your actual outcomes)?

3. Additional Narrative

- Please provide any additional narrative that will help the Grant Committee to better understand the goals of your organization and, in particular, the program for which you seek funding. Topics you may wish to address include:
 - Performance figures
 - Awards/recognitions
 - Strategic plan and how the program being funded furthers that plan
 - Recent circumstances substantiating the need for funding

REQUIRED DOCUMENTATION

Along with your grant application, please include the following:

1. Line item budget reflecting all expenses and income for the project
2. Copy of your 501(c)(3) IRS Determination Letter
3. Copy of most recent Form 990 and Form 990-T (if any) filings with IRS
4. List of Board of Directors

SUBMIT YOUR COMPLETED APPLICATION VIA MAIL OR EMAIL TO:

Paul Klingenstein Family Foundation, Inc.
Attn: Grants Committee
P.O. Box #41
Pittsford, NY 14534
grants@pkff.org