

# THE KATHRYN B. MCQUADE FOUNDATION

Established in 2013

## Mission Statement

**Striving to make sustainable improvements in  
Women and Children's Rights, Education and Welfare.**

## GRANT APPLICATION INFORMATION REQUIREMENTS

Name of Organization: \_\_\_\_\_

Contact Name and Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Federal Tax ID#: \_\_\_\_\_

(include a copy of your current IRS tax exemption determination letter confirming 501(c)(3) status)

Organization Summary: Please provide a brief summary of your organization, including its history, goals, and services/programs.

## GRANT REQUEST

Organization \_\_\_\_\_ Amount requested \_\_\_\_\_

Please format your request to answer the following questions:

1. WHAT problem, issue or need is being addressed?
2. WHO will benefit from this grant?
3. WHY is there a need for this grant? Are other organizations addressing the issue? If yes, how are your efforts coordinated or complimentary?
4. WHAT specifically will the funds be used for? Please provide a budget by major cost category.
5. WHEN will the funds be spent? What is the total timeframe of the project?
6. WHERE will the funds be used?
7. HOW will this project make a sustainable difference to "who and what" being addressed?

8. HOW and WHAT will you measure to determine success during and after the project is completed?

9. HOW does this request allow this Foundation to meet its goal of “*Striving to make sustainable improvements in women’s and children’s rights, education and welfare*”?

Required Attachments:

1. *Organizational Budget* - include revenue and expenses for the year for which you are requesting funding.
2. *Project/Program Budget* – a detailed line-item total budget for the year funds are requested that includes revenue and expenses.
3. *Other Funding Sources* – list total dollars of foundation, corporate, United Way, and/or other government support. Also include any pending requests still outstanding.
4. *List of Board Members* – please provide name, affiliation, address, years on the board.
5. *Copy of Tax Status Letter*
6. *Audited Financial Statements*- most recently completed fiscal year.

Grant Applications should be emailed to [robert.r.fox@ustrust.com](mailto:robert.r.fox@ustrust.com). Please reference the Kathryn McQuade Foundation in the subject line.

Or, A hard copy can be mailed to:

Robert R Fox  
Vice President, Philanthropic Solutions  
The Kathryn B. McQuade Foundation  
VA2-300-12-92  
P.O. Box 26688  
Richmond, VA 23261-6688