



Kluth Family Foundation  
3 Golf Center, Suite 213  
Hoffman Estates, IL 60169

## KFF Formal Proposal Funding Request Requirements, *pages 2 - 3*

- Date of submission and requested funding date
- Name of Organization
- Contact Person and Title
- Contact E-Mail Address
- Organization's Web URL
- Address
- Telephone Number
- Organization Overview and Purpose
- Project Title
- Funding Amount Requested
- Project Summary
- How You Heard about the Kluth Family Foundation

## Project Description, *pages 3 - 5*

- Brief discussion of how the project fits the KFF mission and vision
- Description and history of organization and its qualifications
- Description of the need and target population
- Description of the proposed project
- Project objectives and timetable
- Projected outcomes and impact on target population
- Evaluation guidelines for the project
- Profile of key project personnel
- List all current funding sources, and those from which you have attempted to secure support for this project
- Describe your sustainability strategy

## Attachments, *please include:*

- Project budget
- List of Board of Directors with bios and individual contributions to current and prior year
- Most recent audit or year-end financial statement
- Indication of organization's tax exempt status and copy of current IRS determination letter
- List other organizations in providing similar services



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Once approved, grantees will be asked to sign a grant agreement confirming the nature of the project. Grantees will be also expected to provide progress reports to the Kluth Family Foundation to assist us in both understanding the project's challenges, and in finding solutions for sustainability.

Please direct inquiries to: [info@kluthff.com](mailto:info@kluthff.com)

Requested funding date: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

Responsibility: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Web URL: \_\_\_\_\_

Street or PO Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Mailing Address (if different than above): \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Organization Overview and Purpose: \_\_\_\_\_

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Project Title: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Project Summary (one paragraph): \_\_\_\_\_

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How Did You Heard about the Foundation? \_\_\_\_\_

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Brief discussion of how the project advances the KFF mission and vision: \_\_\_\_\_

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Description and history of agency and its qualifications for undertaking project: \_\_\_\_\_

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Short description of the need and target population: \_\_\_\_\_

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Description of the proposed project: \_\_\_\_\_

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Project objectives and timetable: \_\_\_\_\_

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Anticipated outcomes and impact on target population: \_\_\_\_\_

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Plan for evaluating the proposed project: \_\_\_\_\_

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Profile of key project personnel: \_\_\_\_\_

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List all funding sources from which you have attempted to secure support for this project and the results of those requests: \_\_\_\_\_

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Describe how the project will be funded in the future: \_\_\_\_\_

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