



## SUMMARY GRANT APPLICATION INSTRUCTIONS

**The Summary Grant Application has been created to facilitate the review and consideration of all grant requests by the staff and Trustees of the Hatton W. Sumners Foundation. Its use is mandatory beginning January 1, 2005.**

The Summary Grant Application is presented as a PDF file and may be completed on your computer using Acrobat Reader 5.0 or higher. Simply place the cursor on each blank, click, and fill in the information. Please note that the form automatically adjusts the type size to accommodate all of the text. The type size also adjusts in the text boxes, but the total number of characters is limited.

Should you wish, you may print the 2-page document and complete it on a typewriter. All answers must fit within the space provided.

- 1 Based upon the requirements of the Foundation's published Statement of Purpose and Grant Guidelines, complete your detailed grant application.
- 2 Based upon your detailed grant application, complete all parts of the Summary Grant Application.
- 3 If your detailed grant application contains multiple requests, complete a Summary Grant Application for each.
- 4 If you are requesting a Challenge Grant, read the Foundation's requirements for challenges and check the appropriate box on the Summary Grant Application.
- 5 Foundation grants are approved in the fall of each year and, unless otherwise specified, are to be expended in the following calendar year. Grants to educational institutions are generally expected to be expended during the following academic year. If you are requesting a multi-year grant, please make the appropriate distinction between calendar and academic years.
- 6 The Summary Grant Application must be signed by an officer of the applicant organization authorized to make grant requests.
- 7 The Foundation requires two copies, one unbound, of your detailed grant application. Once the Summary Grant Application is completed, attach a signed original to each detailed grant application.

**Note: An incomplete Summary Grant Application will invalidate the detailed grant application. The Foundation does not accept Summary Grant Applications or detailed grant applications submitted by e-mail or facsimile transmission.**

Hatton W. Sumners Foundation  
Summary Grant Application

_____ Organization's Name	_____ Submitter's Name
_____ City/State Location	_____ Submitter's Telephone
_____ Organization's Website	_____ Submitter's E-mail

Project/Program Name: \_\_\_\_\_

Total Amount Requested: \_\_\_\_\_ Regular Grant: Challenge Grant:

Describe the Project/Program for which you are requesting a grant (800 characters maximum):

In your view, how does this Project/Program fit within the Statement of Purpose of the Hatton W. Sumners Foundation (800 character maximum):

Is this request for a new or existing program? New Existing

Is this request a renewal of an existing grant from the Foundation? Yes No

Is this request for a multi-year grant? Yes No If yes, list the number of years and amount per year:

Year	Amount
_____	_____
_____	_____
_____	_____

The total budget for this Program/Project is: \_\_\_\_\_

List the top three contributors, and the amounts contributed to this program:

- 1. \_\_\_\_\_ \$ \_\_\_\_\_
- 2. \_\_\_\_\_ \$ \_\_\_\_\_
- 3. \_\_\_\_\_ \$ \_\_\_\_\_

If the request is not honored in the full amount, will the project move forward? If not, please explain (400 characters maximum):

Describe the Mission/Purpose of the applicant organization (400 characters maximum):

Date Organization Founded: \_\_\_\_\_ Date of 501(c)(3) Approval: \_\_\_\_\_

Contact Information

Organization's Legal Name	Name of President/CEO
DBA, if appropriate	Telephone/ Ext. and E-mail
Street Address	Primary Contact and Title
City, State, Zip	Telephone/ Ext. and E-mail

*As the officer authorized to submit this application, I certify that I have read and complied with the instructions supplied, and that I have reviewed the Statement of Purpose of the Hatton W. Sumners Foundation and believe this application to be qualified for consideration.*

Signature	Date
Type Full Name	Title