

The Joanna Foundation

Pre-Proposal Application

Save this form to your device, complete and submit it via email to The Joanna Foundation with all the required attachments (see checklist) **as a single pdf file**. The submission email address is <submit@joannafoundation.org>. Paper applications will not be accepted. Late applications will not be accepted. Organizations that are invited to submit full proposals will receive additional instructions by email. Organizations that are not invited to submit a full proposal also will be notified by email.

Section 1: Organizational Information

Organization Name

Mailing Address

Physical Address

Website Address

501(c) (3) Status

- Yes Date Received
- Pending Date Anticipated
- No Specify Other Exempt Status

Section 2a: Contact Information for Applicant Organization

Name and Title of Chief Executive

Phone Number

Email Address

Name and Title of Primary Contact
(if different from above)

Phone Number

Email Address

Will another organization serve as Fiscal Agent? No *(Proceed to Section 3)*

 Yes *(Complete Section 2b)*

Section 2b: Organization Acting as Fiscal Agent

Organization Name

Mailing Address

Physical Address

Website Address

501(c) (3) Status

Yes

Date Received

No

Specify Other Exempt Status

Name and Title of Chief Executive

Phone Number

Email Address

Name and Title of Primary Contact

(if different from above)

Phone Number

Email Address

Section 3 – Project Information

Proposed Program or Project Title *(75 character limit including spaces and punctuation)*

Proposed Amount

Direct relevance to one or more of five designated areas in South Carolina: Berkeley, Charleston and Dorchester Counties and/or the communities of Joanna and Newberry *(500 character limit including spaces and punctuation)*

Section 4 – Primary Purpose of the Proposed Funds

Brief Description of Primary Purpose *(3000 character limit including spaces and punctuation)*

Section 5 – Required Attachments / Checklist

List of Organizational Officers and Directors with primary business or professional affiliations

Documentation of IRS tax-exempt status (IRS letter of determination – not Federal EIN or State letter)

Most recent audited financial statements – If your organization does not conduct an audit, include a note of explanation and provide unaudited financial statements for the most recently completed fiscal year plus your most recent IRS Form 990 Tax Return. If your program is a component of a complex institution or national organization, include a note of explanation and provide statements of financial status and operating results that accurately represent the resources and operations of your component.