



ALVAH H. & WYLINE P.
CHAPMAN FOUNDATION

GRANT PACKAGE LETTER

Please find attached materials to use for your Grant Submission.

Contact your Foundation Contact or the Chapman Foundation Secretary with any questions you may have prior to submission.

If any relevant information changes following submission of your grant request (Contact, address, phone number, and grant information), please advise us as we use the information you have provided to send checks.

Thank you for your interest and request.

The Chapman Foundation Board of Directors



GRANT REQUEST SUMMARY FORM

Thank you for your interest in submitting a grant to the Alvah H. and Wylene P. Chapman Foundation. Please submit your proposal (limit to 3 pages) electronically to CFSecretary@aol.com with this completed Grant Request Summary Form. Please note below the items that are to be sent by mail.

Date Submitted: ____/____/____

Name of Organization: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Name: _____

Contact Title: _____

Phone Number: (____) _____ - _____

E-mail Address: _____

Preferred Way to Communicate (*please choose one; place an X next to your choice*)

Phone ____ E-mail ____ No Preference ____

Purpose/Mission of Organization: (*Limit to 30 words or less*)

Summary of Request: (*Limit to 50 words or less*)



Request Amount: \$ _____

Materials to send by mail:

Place an **X** next to the documents you are sending.

- _____ 501©3 IRS Determination Letter
- _____ List of officer, Board of Directors, or any other governing body
- _____ Budget for Project/Organization
- _____ Financial statement for the organization’s most recent fiscal year
- _____ Copy of Grant Proposal Letter and **Grant Request Summary Form** (print this out after completing it)

Please list any members of the Chapman Foundation who are involved or affiliated with your organization

Mailing Address:

CF Secretary
 The Alvah H. and Wylene P. Chapman Foundation
 PO Box 55398
 St. Petersburg, FL 33732-5398

Thank you for your request. We will review your grant and communicate with you following our next meeting.

- The Chapman Foundation