



# SOROPTIMIST

*International of Greater St. Louis*

## Humanities Award Application

### Section 1 – Applicant Information

- 1) Applicant/Agency Name \_\_\_\_\_
- 2) Applicant/Agency Address \_\_\_\_\_
- 3) City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
- 4) Contact Person \_\_\_\_\_ Phone # \_\_\_\_\_
- 5) Title \_\_\_\_\_ Email \_\_\_\_\_
- 6) Is the agency a 501(c)3? Yes No If yes, answer the following questions:
  - a. IRS determination letter attached? Yes No (mandatory requirement)
  - b. How often is the agency audited? \_\_\_\_\_
  - c. Who performs the audit? \_\_\_\_\_
  - d. Number of Board Members? \_\_\_\_\_ Full-time Staff? \_\_\_\_\_ Volunteers? \_\_\_\_\_
  - e. What is the annual budget of the organization? \_\_\_\_\_
  - f. Does the agency receive funding from the United Way? Yes No
  - g. Has the agency received funding from Soroptimist before? Yes No If yes, year(s)

### Section 2 – Agency Description

If this is a request for an agency, describe the agency's history, mission, population served and how the agency serves them. Explain how the agency is making a difference in the lives of those who served.

### Section 3 – Program, Service or Project Description

Describe the program, service or project for which the funds are being requested. What are the goals and objectives? How will funding help you meet them? What is the timeline for completion of the proposed program, service or project? If the program, service or project is long term (more than one year) how does the agency plan to continue funding it? Please note: requests to fund equipment, repairs and/or renovations may be made as long as they contribute to the delivery of programs and services.

### Section 4 – Budget

Submit a budget specifically detailing how the requested funds will be used. Program or project budget categories can include personnel/staff, supplies, equipment, printing/copying, postage, transportation for clients, etc. Include a budget narrative explaining how each category relates to the proposed program, service or project.

**Applications should be postmarked no later than March 1, 2018 and mailed to:**

Pamela Lee  
Humanities Committee Chair  
PO BOX 2434  
Florissant, MO 63032

**Incomplete and late applications will not be considered. Mandatory attachments include:**

- IRS Determination Letter
- Agency Budget for the most recent year
- No more than 3 pages of additional information (newsletter, brochure, endorsement letter, etc.)

Please send questions to [info@Soroptimiststlouis.com](mailto:info@Soroptimiststlouis.com)