

**The Ramsey McCluskey Family Foundation  
ARTS EDUCATION SCHOLARSHIP FUND  
Grant Application**

**I. COVER SHEET (Please use this format to create a one-page cover sheet.)**

Date of application: \_\_\_\_\_  
Organization Name: \_\_\_\_\_  
Organization Website: \_\_\_\_\_  
Tax exempt status and EIN number: \_\_\_\_\_  
Year organization was founded: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone number: \_\_\_\_\_  
Director: \_\_\_\_\_  
Contact person and title (if not director): \_\_\_\_\_  
Email address for contact person: \_\_\_\_\_  
Grant request: \_\_\_\_\_ Period grant will cover: \_\_\_\_\_  
Total Scholarship Fund budget : \_\_\_\_\_  
Total organizational budget (current year): \_\_\_\_\_  
Starting date of fiscal year: \_\_\_\_\_  
Summarize the organization's mission (two to three sentences): \_\_\_\_\_  
\_\_\_\_\_  
Summary of arts education project(s) to be supported by the Scholarship Fund. (two to three sentences): \_\_\_\_\_

**II. NARRATIVE (maximum of two pages.)**

**A. Introduction and Background of Organization**

1. Briefly describe your organization's history and major accomplishments.

**B. Describe Your Scholarship Fund Request (Incorporating the following points:)**

1. Describe the arts education program for which you seek Scholarship Fund support, why you decided to pursue this program and whether it is a new or ongoing part of your organization.
2. Who will be the recipients of your scholarship funds (be specific about demographics such as race, class, gender, ethnicity, age and people with disabilities)? How are they actively involved in your work and how do they benefit from this program and/or your organization?
3. What are the goals, objectives and activities/strategies involved in this scholarship fund request?
4. Describe your process for identifying and awarding scholarship funds?
5. Describe your philosophy in awarding scholarship funds – for example, are full or partial scholarships awarded, may families apply for multiple years, etc.

**III. ADDITIONAL INFORMATION**

**A. Evaluation**

1. Briefly describe your plan for documenting/evaluating the scholarships awarded

**B. Organizational Structure/Administration**

1. Briefly describe how your organization works: What are the responsibilities of board, staff and volunteers? And if membership organization, define criteria for membership. Are there dues?

2. Provide a list of your board of directors including town of residence and occupation. If this information is already available on your website, please send the link information rather than paper.

### **C. Finances**

1. Most recent, completed full year organizational financial statement (expenses, revenue and balance sheet), audited, if available. If this is available online, submit a link to the information rather than a paper copy.
2. Organization's current annual operating budget (See attached budget format).
3. Current project budget (See attached format).
4. Projected operating budget for upcoming year (See attached format).
5. Discuss other sources proposed/in-process for scholarship funds. What is the sustainability plan for developing maintaining your scholarship fund.

### **Guidelines for applicants**

- Send 1 copy of cover sheet, two page proposal and additional information. Use a standard typeface no smaller than 10 points and no less than .5 in margins.
- Proposals by email and fax are not accepted.
- Please do not send information in binders.
- Your proposal may be double sided or single sided, but double-sided is preferred.
- No aceptamos las solicitudes en español. No, we do not accept funding proposals in Spanish.

Send completed application to:

The Ramsey McCluskey Family Foundation  
P.O. Box 275  
Lincoln, MA 01773

**IV. BUDGET**

If you already prepare organizational and project budgets that approximate this format such as the AGM budget format, please feel free to submit them in their original forms. You may reproduce this form on your computer and/or submit separate pages for income and expenses.

Budget for the period: \_\_\_\_\_ to \_\_\_\_\_

**EXPENSES**

**INCOME**

Item	Amount	FT/PT	Source	Amount
Salaries & wages	\$ _____	_____	Government grants & contracts (specify)	\$ _____
(breakdown by individual position and indicate full or part-time)	\$ _____	_____	Foundations (specify)	\$ _____
	\$ _____	_____	Corporations	\$ _____
	\$ _____	_____	Religious Institutions	\$ _____
	\$ _____	_____	United Way, Combined Federal Campaign & other federated campaigns	\$ _____
Fringe benefits & payroll Taxes	\$ _____			
Consultants & professional fees	\$ _____		Individual contributions	\$ _____
Travel	\$ _____		Fundraising events & products	\$ _____
Equipment	\$ _____		Membership income	\$ _____
Supplies	\$ _____		In-kind support	\$ _____
Training	\$ _____		Other (earned income, consulting fees, etc. Please specify)	\$ _____
Printing & copying	\$ _____		_____	\$ _____
Telephone & fax	\$ _____		_____	\$ _____
			_____	\$ _____
Postage & delivery	\$ _____			
Rent & utilities	\$ _____			
In-kind expense	\$ _____			
Other (specify)	\$ _____			
_____				
<b>TOTAL EXPENSE</b>	\$ _____		<b>TOTAL INCOME</b>	\$ _____
			<b>BALANCE</b>	\$ _____