



REQUEST FOR GRANT

AEGON TRANSAMERICA FOUNDATION

Name of Applicant:

Address and Phone Number:

Title of Project:

Purpose of Project:

Amount of Support Requested:

Period for which support is requested (total project period):

Total Project Budget:

From _____ To _____
(Month, Year) (Month, Year)

Name, title, address and phone number of person ultimately responsible for the project for which funds are being sought:

Applicant's tax-exempt status:

Before the Foundation can take action on your proposal, we need evidence that your organization is currently a tax-exempt entity, as described in Section 501(c)(3) of the Internal Revenue Code, and is not a private foundation described in Section 509(a). To satisfy this requirement, please provide a copy of the Internal Revenue Service favorable determination letter on your tax-exempt status.

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Provide a brief description of the organization including its legal name, history, activities and purpose.

Attach the following items when submitting the grant request:

- A complete list of the governing board including titles and business affiliation.
 - A copy of the organization's most recent financial statements (audited report preferred) and a copy of your current annual budget.
 - Provide the names and titles of the officials responsible for the administration and expenditure of the grant.
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Attach a **detailed** explanation of the proposed use of the requested grant, including the following information:

Purpose: Description of the problem to be addressed and justification of need, and a description of the intended beneficiaries.
Goals and purposes of the program.
Constituent group to be served.

Approach: Qualifications of the project's principal personnel.
Plan to implement the activities to achieve the objectives and purposes.
Specific as to project timeline and whether a multi-year request is being made.

Monitoring: Plans for evaluation of the project's results.
Measurable objectives to determine the outcome of the project.

Support: Budget identifying the projected expenses and income of the program.
Identification of current or proposed funding sources and the dollars received or requested for the project.
Plans for sustaining the project after grant funds expire.

Coordination: Coordination efforts with other organizations to achieve goals of the program.

If the request is for a **capital project** (construction or major renovation of buildings, or purchase of real estate or equipment) please include the following information:

Detailed information regarding the scope of the project.

Its expected effect on your organization.

The status of architectural plans.

The basis for cost estimation.

The status of regulatory approvals which may bear on the timing and completion of the project.

In the event this application is approved, the applicant must agree to provide the Foundation with the following:

An annual written report presenting the organization's purposes, descriptions, overall programs, activities and accomplishments; eligibility to receive deductible contributions; information about the governing body and structure; and information about the financial activities and financial position.

Annual financial statements presenting the overall financial activities and financial position of the organization.

Semiannual and final report describing the activities of the organization and the specific funded program, evaluation of objectives accomplished, actual income and expenditures compared to the budget of the funded program and success of efforts to solicit future funding.

Additional Information:

This request is certified to be true to the best of our knowledge, information and belief.

Board President

Executive Director

Date: _____

Date: _____