

# FOUNDATION/CORPORATE SUPPORT: SAMPLE PROPOSAL COVER PAGE

## REQUEST TO THE ABC FOUNDATION

**Date:** [when submitted]

**Organization:** [yours]

**Request Summary:** [In 25 words or less, explain the nature of the project—or, with general operating support, your company: “Seek funding for new choreography exploring relationship between self and other...” “Seek support to expand music education program to public schools in the Bronx, Brooklyn, and Queens...” You don’t give-it-all-away here; this is just to confirm that your request falls within their guidelines.]

**Artistic Director:** [or appropriate artistic/creative leadership]

**Managing Director:** [or appropriate administrative leadership]

**Contact:** [with questions about *this* proposal, who to call? name, title]

**Phone(s):** [if they call, it will be during the day]

**E-Mail:** [likewise]

**Address:** [postal]

**Web Site:** [organization URL]

**Federal Tax Status:** [501(c)(3)... or identify fiscal agent which has 501(c)(3) status]

**Request Amount:** [\$XX,XXX... or \$XXX,XXX over Y(multi) years]

**Type of Grant:** [general operating... special project... capital campaign...]

**Project Budget:** [\$XXX,XXX]

**Annual Operating Budget:** [\$XXX,XXX]

**Fiscal Year:** [in which you will spend grant \$\$: July 1, 2006—June 30, 2007]