

**The Norton Foundation, Inc.**  
**Grant Application Instructions** (please read carefully)

Grants are made to IRS qualified 501-C-3 public charities (but not private foundations) that carry out activities primarily in the greater metropolitan Louisville area. The Foundation does not make grants to individuals, nor may it designate funds for legislation or support activities that seek to influence the legislative process, except as allowed by the Internal Revenue Code of 1986, as amended.

Grant requests are reviewed according to criteria and guidelines established by the Foundation's Grants Committee and Trustees. Grant decisions are made at the Committee's discretion, acting within such guidelines and applicable law.

In completing this application, if the space provided is inadequate and the applicant considers it beneficial, then the applicant may provide additional information in the form of attachments. A copy of the applicant's IRS determination letter granting tax-exempt status under section 501-C-3 of the Internal Revenue Code must accompany this application. Please also include a letter certifying the IRS is not threatening revocation of the applicant's non-profit status. An original and four (4) copies of the application and all required supporting documentation must be provided.

**A. Applicant Organization**

Amount Requested \$ \_\_\_\_\_  
Date of Application \_\_\_\_\_

1. Legal name of organization:  
\_\_\_\_\_
2. Present address and phone number of organization:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Date, county, and state of incorporation of organization:  
\_\_\_\_\_
4. Purpose of organization and services rendered:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. When and how are the purposes carried out?

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6. Attach a copy of the most recent:

- Certified audit, review, or financial report prepared by independent certified public accountants.
- IRS form 990 or IRS form 990T for the organization. \*  
\*If you are a new organization established in the past 12 months, then please attach a proposed budget for the next two years and a copy of the organization's IRS form 1023, "application for exemption".

7. List the officers and directors of the organization by name, address, and business connection:

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8. Compensation paid to officers, directors and executive directors (by title) during the last 12 months:

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9. Is the organization affiliated with, controlled by, related to, connected with, or sponsored by another organization? If yes, please identify the organization and explain the relationship. Endorsements of other organizations should be included in this answer.

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**B. Program / Project for which funding is requested:**

1. For which specific purpose is the amount requested to be used?

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2. Amount of request:  
\$ \_\_\_\_\_
3. State the total amount required to complete the project for which grant is requested:  
\$ \_\_\_\_\_
4. Other funds, including government aid, that will be sought:  
\$ \_\_\_\_\_
5. Amount of other funds available for this specific purpose:  
\$ \_\_\_\_\_
6. Over what period of time does the organization expect to expend the grant request?  
\_\_\_\_\_
7. Should the organization not receive sufficient funds (including the grant requested herein) to complete the project for which the grant is requested, what plan does the organization have for completion of the project?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Please attach a copy of the organization's proposed operating budget for the next 12 months including sources and uses of proposed income.
9. Does the organization, **either directly or indirectly**, plan to do any of the following? If so, please provide details concerning such activities, and to what extent.
  - Participate in local, state or national political races or issues?  
\_\_\_\_\_
  - Lobby and/or attempt to influence local, state or national legislation?  
\_\_\_\_\_
  - Prepare or distribute (in whole or in part, directly or indirectly) any political propaganda?  
\_\_\_\_\_
  - Make an entry concerning lobbying expenditures under Section 501(h) or the Internal Revenue Code?  
\_\_\_\_\_
  - Engage in any political campaign on behalf of or in opposition to any candidate for public office?  
\_\_\_\_\_
10. Will the organization permit a representative of the Norton Foundation, Inc. to inspect the books and records of the organization and to interview the organization's personnel and recipients of the benefits?  
Yes \_\_\_\_\_ No \_\_\_\_\_

## C. Applicant Authorizations:

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Executive Director

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Date

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Board Chair

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Date