

## **Allstate Foundation Grant Proposal Contact Information**

### **Your proposal must contain the following information:**

- A cover letter with the organization's name, street address (not post office box), phone number and contact person
- A summary of the grant request
- Brief description of how the proposed program or project relates to the current focus areas of The Allstate Foundation
- A timetable for project implementation
- Brief statement of the organization's history, mission, goals, service area and constituents
- An operating budget for the past year, indicating percentages used for program, administrative, fundraising and general expenses
- Budget for proposed project, including sources of financial support and grants committed or pending
- Audited financial statement from the previous year
- Copy of most recent annual report
- Copy of the nonprofit status exemption letter from the IRS
- List of the officers, board members and their affiliations
- Background statement on the executive director and key staff to be involved in the proposed project
- A list of other donors, including support from the United Way or similar federated funds corporations, foundations and government sources

### **Northwest Region, The Allstate Foundation**

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