

## 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

Executive Director

**The Allstate Foundation**

2775 Sanders Road, Suite F4

Northbrook, IL 60062-6127

(847) 402-5502

[allfound@allstate.com](mailto:allfound@allstate.com)

Only funding requests for national programming should be directed to the above address. All others fall within the responsibility of our regional giving program and, as such, requests should be sent directly to the field office.