



Grant Request Application

Please carefully review the **Grant Policies & Funding Guidelines**, and complete all pertinent sections of the application form. Include all attachments, including any that further clarify the nature of the organization/initiative, the proposed project/program, and the need for funding.

Send completed application and attachments to:

David C. Sansone, Executive Director
PMA Educational Foundation
6363 Oak Tree Boulevard
Independence, OH 44131 USA

Date: _____

Organization/Initiative Name: _____

Address: _____

Phone: (____) _____ **Fax:** (____) _____

Contact Name/Title: _____

Who will have the administrative and fiduciary responsibility for directing the project/program? (Please provide name and contact information.)

The following questions are designed to help you provide the required information to the Distribution Committee and Foundation Board of Trustees. This is the information required by the Board's prudent grant decision process. In formulating your response, you may wish to refer to information in the companion document, "Policies & Guidelines for Funding Grants." Please answer each thoughtfully and completely, and feel free to use additional paper as needed.

- 1. Please state the organization's/initiative's mission or purpose statement and objectives:**

- 2. Briefly review the organization/initiative's history and list all pertinent programs/projects or services.**

- 3. Please describe in detail the proposed project/program, including the area(s) of need to be addressed.**

4. What are the general, long-term goals of your proposed project (or program, or organization)? Within these goals, what are your specific, short-term, measurable objectives against which you will be able to compare and evaluate actual results at the end of the grant period?

5. How much funding is being requested? \$_____

Will funding be used for ongoing operational expenses? start up costs?

Is the project/program being supported by other funding sources, or are other funding sources being approached? (Show details for entire project including all funding sources and expenditures.)

Attach a detailed explanation of the proposed use of the requested grant, including the dollar amount for each separate purpose, if more than one, and your expected time of expenditure. If the proposed grant is made, the grantee organization hereby agrees to expend the grant in the exact manner indicated.

6. How will the proposed project/program reflect the vision, mission and goals of the PMA Educational Foundation in terms of increased career awareness, better career preparation, establishment, retention or advancement of manufacturing technology education, and advancement of the skill level of current metalforming workforce?

7. Will the project/program impact one or more PMA Districts? If yes, how?

In addition to a completed application, please submit the following:

- Operating statements and/or audited financial reports, if applicable to the proposal.
- Any additional printed material (brochures, case statements, etc.) that would further clarify the nature of the organization/initiative, the proposed project/program, and the need for funding.
- Two letters of support from individuals, companies or corporations outside your organization.