

THE CRAIG AND SUSAN THOMAS FOUNDATION

Grant Application

Mail to: Craig and Susan Thomas Foundation, 2780 Olive Drive, Cheyenne, WY 82001

Date of application: _____

Organization Information

Name of organization _____ Legal name, if different _____

Address _____ City, State, Zip _____ Employer Identification Number (EIN) _____

Phone _____ Fax _____ Web site _____

Name of top paid staff _____ Title _____ Phone _____ E-mail _____

Name of contact person regarding this application _____ Title _____ Phone _____ E-mail _____

Is your organization an IRS 501(c)(3) not-for-profit? _____ Yes _____ No

If no, is your organization a public agency/unit of government? _____ Yes _____ No

Proposal Information

Please give a 2-3 sentence summary of request:

Population served: _____

Geographic area served: _____

Funds are being requested for (check one).

_____ General operating support _____ Start-up costs
_____ Project/program support _____ Technical assistance _____ Other (list) _____

Project dates (if applicable): _____ Fiscal year end: _____

Budget

Dollar amount requested: _____ \$ _____

Total annual organization budget: _____ \$ _____

Total project budget (for support other than general operating): _____ \$ _____

Authorization

Name and title of top paid staff or board chair: _____

Signature _____

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GRANT GUIDELINES

The Craig and Susan Thomas Foundation awards at least four grants per year, averaging \$2,000 each. Grants are determined based on your program, your needs, and how well your mission fits our goals.

Before you apply, be sure that your group is eligible.

- **Is your organization based in Wyoming?**
- **Does your organization focus on learners who are at-risk?**
- **Is your organization oriented toward helping students acquire post-secondary education?**
- **Is your organization charitable or education based?**

Once you've determined your group is eligible, completely fill out the Grant Application, sign and date. Include a cover letter with your application that introduces your organization and proposal and describe how your mission fits that of the Craig and Susan Thomas Foundation.

Grant applications are accepted throughout the year. Applications are considered on a quarterly basis and you can expect a response to your application by the 15th of the month following the quarter in which it was received. For instance if we received your application on February 10th, you can expect a response by April 15. If you have any questions, please don't hesitate to email us at CraigandSusanThomasFoundation@Bresnan.net or call (307) 634-8195.

If you would like an e-mail confirming that we received your grant request, be sure to include your email address on the application!

PROPOSAL CHECKLIST

- Cover letter.
- Grant application.
- IRS determination letter