

Thank you for your interest in our grant program. Please read carefully.
Grant applications will only be accepted by mail.

APPLICATION AND GUIDELINE PROPOSAL REQUIREMENTS

1. Application cover sheet

2. A separate narrative that provides:

- A rationale or statement of need, why the project is important
- A concise but thorough description of the project
- An explanation of the relationship between the work proposed and the mission of the applicant organization
- A list of key project personnel and a description of their role(s)
- A plan of work, including a schedule for completion of the project
- Identification of audience(s) to be served
- A plan for promoting the project and reaching the audience(s) identified
- A description of project outcomes and anticipated benefits
- A description of how the project's success will be evaluated
- Resumés for key project personnel
- Additional materials that may support the application
- Financials

3. Submission format

Proposals must be submitted by deadlines suggested in our website. Facsimile and electronic submissions will not be accepted. Use white, letter-size paper. Staple each complete copy, including the original, in the upper left-hand corner. Do not use binders, covers, or title pages. Project director and/or financial officer must sign Budget Sheet; please send original with ink signatures.

4. Review Criteria

5. Submit Application

Applications are reviewed on a competitive basis. Decisions are made by The Brooke Jackman Foundation Board of Directors, in consultation with the Foundation's staff. In making its decisions, the Board considers the significance of the project and its overall prospects for success, the qualifications and experience of the project personnel, the immediate and long-term impact of the project on a well-defined target audience, and the relationship of the project to the goals and priorities of the Foundation and the grant program.

The number and size of grants awarded in any cycle or year are limited by the funds available. Following the guidelines and meeting all the stated eligibility criteria does not guarantee funding. In choosing among equally compelling projects, the Foundation may consider geographic distribution, diversity of institutions and communities to be served, and other factors. Applicants will be notified of funding decisions within 30 days following any action taken by the Board. Inquiries about the status of proposals during the review period are strongly discouraged.

Mail your application form to:

**The Brooke Jackman Foundation
Grant Applications
c/o Marquis Jet
230 Park Avenue, Suite 840
New York, NY 10169**