



JOHN P. ELLBOGEN FOUNDATION

Request and Reporting Requirements

Request Requirements

I. Cover Letter (1-2 pages)

- a. Summarize your organization's history
- b. State the organization's mission and goals
- c. Outline current programs and activities
- d. Highlight organizational accomplishments
 - How have lives been changed by your organization?

II. Request Information (2-3 pages)

- a. Provide a description of program/project
- b. How does your program/project specifically align with the Ellbogen Foundation mission and objectives?
- c. Description of Need - What is the issue you plan to address? Why did you choose your specific strategy?
- d. Service Delivery and Timeline
- e. Goals and Objectives
- f. Identify long-term funding resources for the project (sustainability)
- g. Evaluation Plan: How will you know if you are successful?

III. Budget (1-2 pages)

- a. Provide income and expenses
- b. Budget narrative

Reporting Requirements (Not to exceed 3 pages)

An annual report is due to the Foundation. It must include narrative addressing each component in your request with qualitative and quantitative information.