

# ALTA Foundation Grant Application

## Part A

Funding Request General Information: (All applicants please fill in the below information. Applicants requesting more than \$1,000, move on to Part B)

1. Name \_\_\_\_\_
2. Address \_\_\_\_\_
3. Email address \_\_\_\_\_
4. Name and Title of contact person \_\_\_\_\_
5. Dates of event \_\_\_\_\_
6. Amount requested \_\_\_\_\_
7. Briefly state the purpose of the event as well as how it relates to tennis and the Atlanta area:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Are there any other persons/organizations providing funding for your project and, if so, who are they?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. What percent of your budget is being funded by us and what percent by others?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. How did you hear about the ALTA Foundation?  
\_\_\_\_\_  
\_\_\_\_\_

## Part B

Organization Information (All applicants requesting more than \$1,000 but less than \$5,000, please fill in the following information)

1. Year organization was established \_\_\_\_\_
2. Number of employees \_\_\_\_\_
3. Please provide a detailed description of the organization and how it relates to tennis  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Name as registered with the Georgia Secretary of State  
\_\_\_\_\_
5. Organization named in 501 (c) (3), if different  
\_\_\_\_\_
6. Website address \_\_\_\_\_
7. Total operating expenses for the last fiscal year \_\_\_\_\_
8. On a separate sheet of paper, please provide three references with addresses, phone numbers and relationship.

## Part C

Proposal Narrative (All applicants requesting over \$5,000, please fill in Part A, Part B and Part C) Please provide the following information in no more than five single spaced pages.

1. Background: Organization's mission, history, overall goals and/or objectives. Describe current programs and activities. Provide a description of formal and informal relationships with other organizations.
2. Provide a list of current and proposed funding sources for your organization and what you have received to date.
3. If applying for general operating support, briefly state how this grant will be used.
4. If your request is for a specific project, please provide the following information: the community and/or agency needs or problems that this effort will address, including population served. Program description to include strategies employed to implement the proposed project: a) goals and objectives and b) program methodology.
5. Evaluation: Explain how you will measure the effectiveness of your activities. Describe the results you expect to have achieved by the end of the funding period.

## Part D

Please provide the following additional information if the request is over \$10,000

1. List of officers, their prior history and board members
2. Copy of IRS Federal Tax Exemption Determination Letter 501 (c)
3. Most recent annual report including financial statement (Audited, if available)
4. Budget for the project for which you are applying for assistance
5. Operating income and expense budget for current fiscal year
6. Capital budget

## Assurances

If the grant is made, the grantee agrees to provide the ALTA Foundation, within 60 days of the conclusion of the event, an itemized accounting showing how ALTA Foundation funds were actually used during the event.

If the grantee requests the use of ALTA Foundation banner(s) during the event, he/she will be requested to sign an agreement to return the banner(s) within 2 weeks of the conclusion of the event, with the understanding that failure to do so will result in no future funding and financial responsibility for the cost of the banner(s).

**The foregoing is certified to be true to the best of our knowledge, information and belief.**

Name of Requesting Organization \_\_\_\_\_

Signed by \_\_\_\_\_

Print Signer's Name \_\_\_\_\_

Official Capacity of Signed \_\_\_\_\_

Date \_\_\_\_\_

Please return application to:

ALTA FOUNDATION  
ATTN: Diana Burger  
300 Colonial Center Parkway, Suite 140  
Roswell, GA 30076

[foundationpresident@altatennis.org](mailto:foundationpresident@altatennis.org)

Voice Mail: 770-399-5788, ext. 126