

# The Lenny Zakim Fund

## 2008 Grant Application Instructions

### Please read before filing applications

- All materials must be received in The Lenny Zakim Fund office by July 30<sup>th</sup> at 5:00pm.
- Fill out the checklist on page one of the application
- Answer all questions on the application; use as much space as you need.
- Attach **ALL** requested budget information.
  - Budget Information
    - Application must include the project or program budget and the budget for the organization as a whole. For example, if you are requesting funding support for an after-school program run by a Community Development Center, budget figures for both the after-school program and the Community Development Center as a whole must be submitted.
  - Income & Expense Information
    - Application must include itemized expense and income sources for the program and/or project including both anticipated and actual income from all sources, including in-kind. Include the amount of support provided to the program by the “parent” or larger organization, if any.
  - **Omission of financial information will result in disqualification for this year.**
- If you have received a grant from The Lenny Zakim Fund in the past, complete the Self-Evaluation Form.
- Proof of 501 status; if employing a fiscal agent, confirmation letter from the fiscal agent and proof of fiscal agent’s 501c3 status

**PLEASE NOTE: You may email (preferred) or mail your application. You may not hand deliver or courier your application**

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## The Decision Making Process

- Applications are due by 5:00 pm July 30<sup>th</sup>, 2008
- A committee will review all applications in early September
- Some requests will be declined at that time, and those applicants will be notified.
- In the fall and early winter months, the Board will conduct site visits and obtain further information as they deem necessary.
- Final decisions are made in February and awards will be made in March 2009.

Some awards may be made as challenge grants.

- If you receive a challenge grant, you will be notified in February 2009
- You will receive your grant after the Board receives documentation that a matching grant has been made by either a foundation or an individual donor.
- A letter from the foundation or donor confirming that a match has been obtained must be received by The Lenny Zakim Fund by 5:00 November 30, 2009 in order to receive the 2008 LZF matching grant funds.