

2010 GRANT APPLICATION PROCEDURES

Please limit the narrative portion to four pages in total – this does not include the actual application form or other requested attachments in bullet number 7

1. **COMPLETE THE PEYBACK FOUNDATION GRANT APPLICATION FORM**
2. **ORGANIZATION INFORMATION**
 - Provide a brief description of your organization's services, overall size and scope (150 words or less)
3. **PROGRAM**
 - Outline the program for which you are seeking funds. Please be specific who will be doing what, when, where and for how long. Please include program start and end dates.
 - How does this project fit with the PeyBack Foundation mission statement?
 - Is there a cost per participant for your program?
 - If yes, what is it?
 - If you receive a grant does this reduce the cost per participant?
 - Please describe your target group's status as being economically disadvantaged
4. **OBJECTIVES**
 - If the program is to be sustained, please provide a reasonable plan for continuity beyond the PeyBack Foundation grant, such as indicating specifically if possible, where additional support will likely be sought.
5. **FINANCIAL**
 - Program Budget (use program budget revenue and expense form attached)
6. **DONATION FUNDING LEVELS**
 - List three different donation levels and briefly describe how each level would assist your organization.
7. **ATTACHMENTS**
 - A copy of the current IRS determination letter indicating 501© (3) tax exempt status - **Mandatory**
 - Organization's current annual operating budget
 - Most recent financial statement (audited if available)
 - List of Board of Directors
 - Letters of support (optional)
 - Annual Report (optional)
6. **EVALUATION**
 - The Foundation evaluation form is **due no later than January 15, 2011** unless program extends beyond that date. **This form will be given when organization is awarded a grant.**

If chosen to receive a 2010 PeyBack Foundation grant, your organization will be notified by early April 2010.

**PEYBACK FOUNDATION
2010 GRANT APPLICATION
(Please type application)**

ORGANIZATION INFORMATION

Date of Application: _____

Organization Name: _____

Address: _____

City, State and Zip: _____

Phone Number: _____ Fax Number: _____

Executive Director: _____

Contact Person for grant if different: _____

Email Address: _____

Year Organization was Founded: _____ Website: _____

Organization Mission Statement: _____

Federal Tax ID number _____

Geographical area serves: Indiana Tennessee New Orleans, LA (circle one)

PROGRAM INFORMATION

Program Name _____

Brief Program Description _____

Amount Requested: 1. \$ _____ 2. \$ _____ 3. \$ _____

Program Start date: _____ Program End date: _____

Number of Youth Served by Program: _____

Number of years the Program has been conducted: _____

Have you previously applied to the PeyBack Foundation for a grant? _____

PEYBACK FOUNDATION GRANT APPLICATION CONTINUED

List any previous support from the PeyBack Foundation

Date	Amount	Purpose
_____	_____	_____
_____	_____	_____
_____	_____	_____

Date (s) funds from this grant would be needed by to conduct program _____

Signature, President/Chairman

Date

Printed Name

PROGRAM BUDGET REVENUE

	Amount Requested	Committed	Pending	Approximate Notification Date For Pending Support
Corporate Support	\$ _____	\$ _____	\$ _____	_____
Individual Donations	\$ _____	\$ _____	\$ _____	_____
In-Kind Support	\$ _____	\$ _____	\$ _____	_____
United Way	\$ _____	\$ _____	\$ _____	_____
Other (Be Specific)				
_____	\$ _____	\$ _____	\$ _____	_____
_____	\$ _____	\$ _____	\$ _____	_____
_____	\$ _____	\$ _____	\$ _____	_____
Foundation Support				
_____	\$ _____	\$ _____	\$ _____	_____
_____	\$ _____	\$ _____	\$ _____	_____
_____	\$ _____	\$ _____	\$ _____	_____
_____	\$ _____	\$ _____	\$ _____	_____
_____	\$ _____	\$ _____	\$ _____	_____
TOTAL	\$ _____	\$ _____	\$ _____	_____

PROGRAM BUDGET EXPENSES

Time Period this budget covers:

Salaries \$ _____

Fringe Benefits: \$ _____

Consultants: \$ _____

Insurance: \$ _____

Travel: \$ _____

Equipment: \$ _____

Program Supplies: \$ _____

Office Supplies: \$ _____

Marketing: \$ _____

Other: (Be Specific)

_____ \$ _____

_____ \$ _____

_____ \$ _____

TOTAL \$ _____

BUDGET NARRATIVE

On a second page please describe in detail the following:

1. Number of Employees included in Salaries

2. What type of consultants are being used

3. Explain travel

4. List equipment needed

5. List program supplies needed

PEYBACK FOUNDATION 2010 GRANT APPLICATION GUIDELINES

Thank you for your inquiry regarding the PeyBack Foundation grant program. Below you will find the necessary information and materials for a grant proposal.

PLEASE READ ALL INFORMATION CAREFULLY FOR THIS HAS BEEN UPDATED FOR 2010. APPLICATION IS DIFFERENT THAN IN YEARS PAST.

Please read the PeyBack Foundation's objectives below before completing the application. Requests for PeyBack Foundation grants utilizing the Foundation's grant application must be postmarked by February 1, 2010. Applications postmarked after February 1, will not be accepted. Please mail **one** original copy of the grant to:

PeyBack Foundation Grants
6325 N. Guilford, Suite 201
Indianapolis, IN 46220

PEYBACK FOUNDATION STATEMENT OF POLICY AND OBJECTIVES

The PeyBack Foundation, a public non-profit corporation, was established in 1999 by Indianapolis Colts quarterback Peyton Manning to promote the future success of disadvantaged youth by assisting programs that provide leadership and growth opportunities for children at risk.

Policies and programs are directed by its Resource Council who have discretionary powers and are dedicated to discharging their responsibility in a manner that will result in maximum beneficial use of resources of the Foundation to promote the future success of disadvantaged youth. The nature of the programs and their long-term benefit shall be guiding considerations in funding grants.

Due to the close association of Peyton Manning with the Indiana, Tennessee and the New Orleans Metropolitan area, programs and projects related to the youth in these areas are of primary concern to the Foundation.

PEYBACK FOUNDATION GRANT APPLICATION GUIDELINES

LIMITATIONS

In general, the following are not areas that the PeyBack Foundation supports:

- Organizations without 501 © (3) tax-exempt status – will immediately be eliminated
- Fundraising and sponsorship events (e.g., golf tournaments, telethons, banquets)
- Groups outside of Indiana, Tennessee and New Orleans, LA
- Projects/groups benefiting an individual or just a few persons
- Building/renovating expenses of any kind
- To defray meeting, conferences, workshops or seminars expenses
- Payment of travel of individuals or groups
- Re-granting organizations
- Post-event fundraising
- Multi-year gifts

GENERAL POLICIES

NEW POLICIES for 2010 in bold

- Starting with the 2011 grant cycle (grant application due February 2011) – if an organization has been funded three years in a row, (2008, 2009, 2010) we ask that you wait until February 2012 to apply again. After funding a program for three years in a row, we would like to see some sustainability for one year without us.
- Requests for funding are limited to one request per organization
- Other than the grant application and information requested on the applications, no additional materials are to be submitted
- Significant majority of children being served are economically disadvantaged
- Will only grant funds to organizations that have tax-exempt status under Section 501© (3) of the Internal Revenue Code
- Contribution dollars are limited to Indiana, Tennessee and New Orleans, Louisiana areas
- Supports programs for at risk youth ages 6-18
- A proposal asking to consider providing a portion of the support for a project will generally receive greater preference than one seeking exclusive funding
- Offer choices of funding at three donation levels.
- The PeyBack Foundation grant limit is \$15,000, although most grant amounts range between \$1,500 and \$10,000. For organizations and projects new to us, we prefer to start at a more modest level and work toward building a long term relationship
- Grant making policy places more emphasis on specific project proposals than on general operating fund or capital campaign projects
- Organizations that receive a grant will be required to complete a post grant evaluation (that will be given to you once awarded the grant) by January 15, 2011. Not completing the form, will eliminate future funding.
- Incomplete grant applications will not be considered for funding
- **Only 2010 grant application will be accepted. The application has been updated and we need all of the information on this application, so applications from previous years will not be reviewed.**

Programs that address the following are those the Foundation would be more likely to fund programs:

- Have a direct benefit to children through relationships and activities
- Promote positive interaction with peers and adults
- provide opportunities for children to be creative
- Promote youth and life skills development
- Develop social skills
- Provide physical activity
- Offer meaningful community involvement

Frequently asked questions regarding our grant process and application

What should I do if I can't download the grant application?

email intern@peytonmanning.com to receive the application in a word document.

How should I assemble the grant?

Please staple or paper clip

Do not using binding, folders, etc

If I applied in the past can I apply again? Can I apply for the same program?

Yes.

Can I apply if I didn't turn the grant report in from the previous year?

No, you must turn in the grant report from the previous year.

Do I need to make extra copies of the grant application?

No, the PeyBack Foundation only requires one copy.

Who do I put the mailing address attention to when sending the application?

Mail it to the office with attention to Elizabeth Ellis.

If I am an organization in another state, but do a program in Indiana, Louisiana, or Tennessee can I still apply for the grant if it benefits kids in those designated areas?

No, your organization's physical address must be in one of these three areas.

Should I apply if my organization benefits youth not in the age group?

No, we have to stay within our guidelines of kids 6 to 18.

If I have further questions that are not answered on this page or the application, how should I contact the foundation?

It is always best to send questions to PeyBack@peytonmanning.com

How should I send it the application?

Please only send through US Mail, **do not use a delivery service in which one has to sign for it.**

Does it have to be delivered by February 1, 2010?

It has to be postmarked by February 1, 2010

Can I drop off the grant at the PeyBack Foundation office?

You can if you want. There will be a tub outside the door to our office in which you can drop it off.

When will the organizations be notified?

All organizations will receive an email within two weeks of the deadline to notify them the PeyBack Foundation received their applications. Grant letters will then be sent by the beginning to middle of April.