

# THE JACKSON FOUNDATION

U.S. BANK OF OREGON, TRUSTEE  
P.O. BOX 3168, PORTLAND, OR 97208

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## REQUIRED INFORMATION FOR GRANT APPLICATION

Before completing application, please read these instructions carefully. Incomplete applications will be returned to the applicant and will not be considered until all requirements have been met. Applications must be received or postmarked no later than the deadline date to receive consideration by the Foundation's Co-Trustees.

Please type answers to each question within the space provided only. **Do not extend the response onto a separate sheet and do not use a type size smaller than 10 pt.** (This is 10 pt. type.)

Submit the **ORIGINAL AND THREE COPIES** of the completed application form along with an appropriate introduction letter, a list of officers and board members and resume(s) of key staff person(s). The application must be signed by a Board Officer and the Chief Executive of the applicant.

Attach **SINGLE** copies of the following to the original application form:

- Current Financial Statement
- Detailed Agency Budget
- Detailed Project Budget
- Copy of IRS 501 (c) (3) Tax Exemption Determination Letter\*
- Descriptive brochure(s) if available and related to funding request

Other attachments are not necessary.

\* *If you submit a request along with a Tax Exemption Determination Letter in another name, you must also provide satisfactory documentation as to your connection with the name on that Tax Exemption Letter.*

*If there has been a name change or the advance ruling period has expired, further documentation is also required.*