



John Gogian Family Foundation

ANNUAL GRANT APPLICATION & ANNUAL GRANT REPORT/RENEWAL INSTRUCTIONS

INSTRUCTIONS

- This application is to be typed in the font specified in the form.
- Deadlines are listed on our website at www.gogianfoundation.org.
- Applications must be **emailed** to grants@gogianfoundation.org by the appropriate deadline.
- Save the instructions and application on your computer first, so you can work on it in Adobe Acrobat instead of in a web browser.
- Please use this page as a checklist; it should NOT be included with your application.
- To calculate the Months of Cash ratio, take your yearly total expenses and divide by 12 to get your monthly expenses. Take your total cash on hand (include savings and cash equivalents) and divide it by the monthly expenses to get the number of months of cash available as a cushion in times of decreased revenue. A decimal or fraction is fine.

APPENDICES

Please enclose the following information with your application:

- Appendix A: An annual report or overview of the organization's accomplishments from the previous year (In some cases, you may provide this information as part of the application form.)
- Appendix B: A list of the organization's board of directors with their business and/or community affiliations
- Appendix C: C1 – Annual budget for the organization
C2 – Program/Project Budget (if applicable)
- Appendix D: Financial Statement:
- *If the organization's annual revenue is \$1,000,000 - \$1,999,999, please provide either an independently audited financial statement or an independent financial compilation with notes.*
 - *If the organization's annual revenue is \$2,000,000 or more, please provide an independently audited financial statement.*
- Appendix E: Most recent 990 Tax Return
- Appendix F: Scanned copy of voided check (This information will be used to prepare for a possible electronic funds transfer.)