



The American Society of Interior Designers Foundation

Grant Application

(Organization or Individual)

ASID Foundation Mission Statement:

The ASID Foundation supports endeavors that capture and disseminate knowledge, encourage innovation, and benefit the health, safety and welfare of the public through interior design research, scholarships and education.

Prior to submitting an application, it is suggested you contact the ASID Foundation offices at (202) 675-2365.

Please provide the following:

I. COVER SHEET *(one page)*

Organization or individual name:

Tax exempt status (if applicable):

Year organization was founded (if applicable):

Date of application:

Address:

Telephone number:

Fax number:

Email:

Director (if applicable):

Contact person and title (if not director):

Grant request:

Period Grant will cover:

Type of request (general support, start-up, technical assistance, etc.):

Project title (if project funding is requested):

Total project budget (if request is for other than general support):

Total organizational budget (current year) (if applicable):

Starting date of fiscal year:

Summarize the organization's mission (two to three sentences) (if applicable):

Summary of project or grant request (two to three sentences):

II. NARRATIVE *(maximum of five pages)*

A. Introduction and Background – Your Organization *(incorporating the following points)(if applicable)*

1. Briefly describe your organization's history and major accomplishments.
2. Describe your current programs and activities.
3. Who is your constituency (be specific about demographics such as race, class, gender, ethnicity, age, sexual orientation and people with disabilities)? How are they

actively involved in your work and how do they benefit from this program and/or your organization?

4. How is the project or program consistent with the mission of ASID Foundation?
5. If you are a grassroots group, describe your community. If you are a state, regional or national organization, describe your work with local groups, if applicable and how other regional and/or national organizations are involved.

B. Describe your request/project (*incorporating the following points*)(*if applicable*)

1. Problem statement: what problems, needs or issues does it address?
2. If other than general operating support, describe the program for which you seek funding, why you decided to pursue this project and whether it is a new or ongoing part of your organization's mission.
3. What are the goals, objectives and activities/strategies involved in this request? Describe your specific activities/strategies using a timeline over the course of this request.
4. How does your work promote and/or enhance interior design?

III. ATTACHMENTS/REQUIREMENTS

A. Evaluation

1. Briefly describe your plan for evaluating the success of the project or for your work. What questions/issues will be addressed? Who will be involved in evaluating this work—staff, board, constituents, community, consultants, etc.? How will the evaluation results be used?

B. Organizational Structure/Administration (*if applicable*)

1. Briefly describe how your organization works: What are the responsibilities of board, staff, volunteers?
2. Who will be involved in carrying out the plans outlined in this request? Include a brief paragraph summarizing the qualifications of key individuals involved.
3. Provide a list of your board of directors.
4. How is the board selected, who selects them and how often?
5. Include an organizational chart showing decision-making structure.

C. Finances (*if applicable*)

1. Most recent, completed full year organizational financial statement (expenses, revenue and balance sheet), audited, if available
2. Organization's current annual operating budget.
3. Projected operating budget for upcoming year.
4. Project budget (listing salaries and wages, fringe benefits and payroll taxes, consultants and professional fees, travel, equipment supplies, promotion, etc.)
5. List individually other funding sources for this request. Include amounts and whether received, committed or projected/pending.
6. Describe your plans for future fund raising.
7. A copy of your IRS 501 (c)(3) letter.

D. Other Supporting Material (*if applicable*)

1. Letters of support/commitment (up to three)
2. Recent newsletter articles, newspaper clippings, evaluations or reviews (up to three) of project and/or subject matter
3. Recent annual report.
4. Videos/cassettes of project and/or subject matter.

GUIDELINES

- **Grant Request Deadline: October 1 of each year.**
- Send five copies: cover letter, five page proposal and attachments to:
The ASID Foundation
608 Massachusetts Ave., NE
Washington, DC 20002-6006
- Use of standard typeface no smaller than 10 points and no less than .25 inch margins.
- Proposals by fax are not accepted.

FOR ASID FOUNDATION USE ONLY

Request received: _____
Date