



Please review before submitting proposal

It is the responsibility of each applicant to submit all required information and documents. To help us, and yourself, please review the checklist carefully. The Leon H. Sullivan Charitable Trust (LHSC) reserves the right not to accept, without notice, any proposal that is incomplete.

CONTEXT AND DESCRIPTION OF PROPOSAL – No more than 5 pages

1. Provide a brief background, mission statement and general information for the organization.
2. Provide a detailed description of the project including but not limited to geographic area of the population served or target customer base and expected results for the project
3. Describe the proposed activities to be performed
4. Budget: Include total breakdown cost for the project and total funds requested (max request \$5000.00)

REQUIRED DOCUMENTS/ATTACHMENTS

- Completed LHSC funding Cover Sheet
- IRS 501 (c) (3) Tax exemption certificate for non-profits
- Business License – for profit businesses
- List of Board of Directors/Officers
- Most recent 990 or Tax Return

PROPOSAL SUBMISSION

Organizations may apply once each calendar year; however, chances of receiving subsequent funding is not guaranteed. Proposals are accepted twice a year. Any proposal submitted after the posted deadline cannot be considered. Proposals submitted by mail must be postmarked on or before the posted deadline date. Organizations will be notified NLT 6 weeks after receipt of their proposal.

Proposal can be submitted electronically to: info@sullivantrust.org