

**THE EDWARD AND MARY LORD FOUNDATION**  
**116 Case Street**  
**Norwich, CT 06360**  
**(860) 889-9545**

**GRANT APPLICATION PROCEDURES**

A completed Edward and Mary Lord Foundation grant application, including this page, with all items checked off as completed

A written proposal for needs and use of the grant including:

- Objectives, purposes and goals of the project
- Description of plans designed to achieve goals and objectives
- Location and estimated duration of the program
- Number of people expected to benefit from the program
- Budget summary identifying expenses and income for the program
- A list of members of the governing board or description of organizational structure
- Two copies of the most recent financial statements and program brochure
- A copy of the US Government IRS tax classification letter under Section 501(c)(3) dated after 1969
- Where the applicant is not widely known, a brief description of the nature, history and activities of the applicant
- A statement of other foundations currently supporting the applicant or the program.

Include optional material that will further define the program.

All documents and materials submitted for grant consideration will be held in strictest confidence. Please send all requested materials to:

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