**Gift Request Application Form,**

**Process Feedback Form,**

**and Progress Report Forms**

**For Organization Gift Requests**

**Send us your grant request**

Please mail grant requests to 1112 Eastwood CT, Aiken, SC 29801
or email to info@giftingtree.org

803.507.7602 • giftingtree.org

**Applicant Information**

Organization Name:

Physical Address:

Mailing Address (if different):

Contact Person:

Email:

Website:

Phone Number: **cell home work**

**Funds Request Information**

Amount Requested:

Timing of Need:

Are you requesting funds from other organizations? **Yes No**

If so, which ones?

Are there matching funds associated with this? **Yes No**

If so, please describe

Please summarize how the requested funds will be used (describe the specific need, and how the funds will be spent, including how many people will benefit, in what area, and over what time frame).

Please summarize how success of this expenditure will be evaluated. *(Please include the expected changes and benefits, not just outputs or activities.)*

Any anticipated positive impacts expected beyond the target community?

Any anticipated negative impacts that will be prevented?

**Additional Information Required**

• List of board member names

• Tax exempt letter 501(c)(3) *(Please attach)*

• Description of organization’s mission and structure (board, staff, volunteers)

• Annual operating budget (past 2 years)

• Program budget (past 2 years)

• Paid staff versus volunteer work force.

**Submittal Instructions**

Please submit application and any attachments by email to info@giftingtree.org

Or by mail to: The Gifting Tree Foundation

1112 Eastwood Ct., Aiken, SC 29801

For questions, please call 803.507.7602.

**Feedback on the Gifting Request Process**

*To be completed within 30 days of receiving final decision on your gift request*

**Please submit to The Gifting Tree Foundation**

1112 Eastwood Ct, Aiken, SC 29801 • info@giftingtree.org • 803.507.7602

Name of organization:

Date:

1. Was the gift request form easy to complete? *(please provide any improvement suggestions)*

2. Was your gift request easy to submit to the foundation? *(please provide any improvement suggestions)*

3. Did you receive a final decision on your gift request in a timely manner? *(please provide any improvement suggestions)*

**Mid-Term Progress Report**

*To be completed at the mid-term of your activity*

**Please submit to The Gifting Tree Foundation**

1112 Eastwood Ct, Aiken, SC 29801 • info@giftingtree.org • 803.507.7602

Name of organization:

Date:

1. Have you started the program? *(please describe)*

2. How much of the gift have you spent to date? *(please describe)*

3. Has anything changed from the initial proposal? *(please explain)*

4. Did you have any unexpected challenges? *(please describe)*

5. What is your general progress toward your outcomes? *(please describe)*

6. Is there an opportunity for the foundation board to visit and see/observe your program?

7. Please provide us any improvement suggestions on our mid-term reporting process.

**End of Term Progress Report**

*To be completed at the end of term of your activity*

**Please submit to The Gifting Tree Foundation**

1112 Eastwood Ct, Aiken, SC 29801 • info@giftingtree.org • 803.507.7602

Name of organization:

Date:

1. Did you meet all of your desired outcomes? (please provide specific measures)

2. Did you spend all of the gift funds? (please explain)

3. Did you experience any positive unanticipated outcomes? (please explain)

4. What was the biggest challenge that you faced? (please explain)

5. Were you able to resolve these challenges? (please explain)

6. Do you have any positive stories/experience that you can share? (please describe)

7. Is there an opportunity for the foundation board to visit and see/observe your program?

8. Please provide us any improvement suggestions on our end of term reporting process.