



## PREVIEW OF ON-LINE APPLICATION FORM

\* Indicates Required Field

Applicant Information	
<b>Organization Submitting Application</b>	
*Organization Name <i>Text – 55 character maximum</i>	
Legal Name <i>Text – 55 character maximum</i>	
Also Known As <i>Text – 55 character maximum</i>	
*Tax ID Number <i>Text – 12 character maximum</i>	
*Phone Number <i>Text – 20 character maximum</i>	(xxx-xxx-xxxx)
Organization’s Web Address <i>Text – 50 character maximum</i>	
*Street Address <i>Text – 55 character maximum</i>	
*City <i>Text – 55 character maximum</i>	
*State <i>Single-Select List</i>	
*Postal Code <i>Text – 10 character maximum</i>	
<b>Organization’s Chief Executive Officer (or Executive Director)</b>	
*Chief Executive Officer’s Prefix <i>Single-Select List</i>	
*Chief Executive Officer’s First Name <i>Text – 35 character maximum</i>	
*Chief Executive Officer’s Last Name <i>Text – 35 character maximum</i>	
Chief Executive Officer’s Suffix <i>Single-Select List</i>	
*Chief Executive Officer’s Title <i>Text – 55 character maximum</i>	
*Chief Executive Officer’s Office Phone <i>Text – 20 character maximum</i>	
*Chief Executive Officer’s Email Address <i>Text – 55 character maximum</i>	
<b>Primary Contact Person for this Application</b>	
*Request Primary Contact Prefix <i>Single-Select List</i>	

*Request Primary Contact First Name <i>Text – 35 character maximum</i>	
*Request Primary Contact Last Name <i>Text – 35 character maximum</i>	
Request Primary Contact Suffix <i>Single-Select List</i>	
*Request Primary Contact Title <i>Text – 55 character maximum</i>	
*Request Primary Contact Office Phone <i>Text – 20 character maximum</i>	
*Request Primary Contact Email Address <i>Text – 55 character maximum</i>	
<b>Organization Information</b>	
<b>Mission Statement and Background</b>	
*Mission Statement <i>Text – 300 word maximum</i>	
*Brief Organization History <i>Text – 500 word maximum</i>	
*Organization’s Total Annual Budget <i>Format: \$xxx,xxx,xxx</i>	
*Administrative Expenses as a Percent of Total Budget	
*Organization’s Fiscal Year End Date <i>Select from Calendar</i>	
*Organization’s Focus Area <i>Single-Select List</i>	<i>Choose from Conservation &amp; Environment, Early Childhood Education, Empowering Families and Individuals for Success, Health</i>
<b>Request Information</b>	
The James M. Cox Foundation provides funding for capital campaigns and special projects in communities where Cox Enterprises, Inc. does business.	
<b>Information Relating to Request</b>	
*Cox Business Location	<i>If you are located outside of metro Atlanta, enter the Cox business location where dollars would be spent.</i>
*Project Title <i>Text – 25 word maximum</i>	<i>Please provide a very brief description of your project</i>
*Project Description <i>Text – 1000 word maximum</i>	<i>What are you asking us to provide funding for?</i>
*Project Start Date <i>Select from Calendar</i>	
*Project End Date <i>Select from Calendar</i>	
*Project Need <i>Text – 500 word maximum</i>	<i>Describe the specific need(s) filled by this project. What are the consequences if you do not do this work?</i>
*Mission Fulfillment <i>Text – 500 word maximum</i>	<i>Describe how this project fulfills the organization’s mission/purpose</i>
*Program/Project Status <i>Text – 500 word maximum</i>	<i>Describe where in the development process/roll out you are with this program/project.</i>
*Program/Project Experience	<i>What is your organization’s experience with this</i>

<i>Text – 500 word maximum</i>	<i>type of program/project?</i>
*Collaboration	<i>What other organizations are you partnering with for this project/program?</i>
*Project Budget <i>Format: \$xxx,xxx,xxx</i>	<i>Provide the total budget for this project.</i>
*Request Amount <i>Format: \$xxx,xxx,xxx</i>	<i>What amount are you requesting?</i>
*Project Revenue and Expense Budget Detail	<i>Attach spreadsheet of revenue and expense budget detail.</i>
*Project Revenue and Expense Budget Narrative <i>Text – 500 word maximum</i>	
*Requested Amount as a percentage of the organization’s total budget <i>Text – 10 character maximum</i>	
*Requested amount as a percentage of the organization’s total project/capital campaign budget <i>Text – 10 character maximum</i>	
<b>Other Commitments for the Project:</b>	
*Other Major Funding Commitments	<i>Please attach a list of other major funding <u>commitments</u> for the project specified in this grant request (names and amounts).</i>
*Other Major Solicitations	<i>Please attach a list of other major <u>solicitations</u> (names and amounts) for the project specified in this grant request.</i>
*Amount contributed towards annual operating budget by the Board of Directors/Trustees.	
*Percentage of annual operating budget contributed by Board of Directors/Trustees.	
*Amount contributed towards the project specified in this grant request by the Board of Directors/Trustees.	
*Percentage of project specified in this grant request contributed by the Board of Directors/Trustees.	
*Type of Support <i>Single-Select List</i>	<i>Choose from Capital Fund or Special Project Support</i>
*Ethnicity <i>Single-Select List</i>	
*Gender <i>Single-Select List</i>	
<b>Project Success</b>	
*Impact and Monitoring <i>Text – 500 word maximum</i>	<i>Please list the following: Your Overall Expected Outcome, the Direct Beneficiaries Group, Number of Direct Beneficiaries, and the Success Metric for Primary Goal or Objective</i>

*Award Communication <i>Text – 200 word maximum</i>	<i>What kind of recognition and communication does your organization provide?</i>
<b>Evaluating The Success of Your Project</b>	
*Project Success <i>Text – 500 word maximum</i>	<i>Explain how you will measure the success of this project.</i>
*Project Timeline <i>Text – 300 word maximum</i>	<i>What is the expected timeline to achieve success or completion of your project?</i>
*Sustainability <i>Text – 500 word maximum</i>	<i>Explain how you plan to sustain this work beyond the grant period</i>
<b>Attachments</b>	
<p>The following attachments are required:</p> <ol style="list-style-type: none"> <li>1. A complete list of your board of directors including any company or community affiliations.</li> <li>2. A copy of your most recent financial statements (audited if available).</li> <li>3. A copy of your organization's most recent fiscal budget.</li> <li>4. IRS Form 990 (most current)</li> <li>5. <b><i>If located outside Metro Atlanta</i></b>, a letter of support from GM (or equivalent) at your local Cox business.</li> </ol> <p><b><i>NOTE: Documents with graphics should not be attached to assure file size does not exceed limit.</i></b></p>	