

**Example of a grant application**  
**Courtesy of Patty Vannoy and the Lubbock Monterey AMBUCS**

Name of organization \_\_\_\_\_

Program/Project title \_\_\_\_\_

Program/Project Director \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone (including area code) \_\_\_\_\_

Fax \_\_\_\_\_

Specific Amount Requested \_\_\_\_\_

When will funds be needed? \_\_\_\_\_

What other grants have been applied for? \_\_\_\_\_

What amounts were requested? \_\_\_\_\_

What is the status of those requests? \_\_\_\_\_

- **Description of the Program/Project:** Provide a concise description of the program/project. What is unique about this program/project? What is the need or problem being addressed? What is the specific purpose of the funds?
- **Performance Site:** Indicate where the program/project will take place.
- **Objectives and Aims:** Share the broad, long-term objectives and realistically describe what the program/project is intended to accomplish.
- **Target Audience:** Summarize your population in measurable terms. How many children/families will be served by this grant? Who is the audience? How old are the participants? Geographically, what is the area your program/project will serve?
- **History and Mission Statement of the Organization:** Briefly include the history of the organization and your mission statement.

- Evaluation of the Program: Indicate how your organization will evaluate the program/project if funded. Include evaluation material, if applicable.
- IRS 501 (c) (3): Attach eight copies of the IRS ruling of the organization's tax-exempt status under Section 501 (c) (3). An organization applying for a grant must be a non-profit with a section 501 (c) (3) tax-exempt status.

- Budget and Financial Statements

Operating Budget: Include the current year's operating budget, which should list basic categories of revenue and expenses.

Specific Project Budget

Financial Statements: Financial statement requirements are as follows:

- Most recent audited financial statement
  - Financial statements for the previous two years (income and balance sheets)
  - Latest IRS Form 990, if applicable.
- Donor Information:
    - a) What amount of funding has been secured for this program/project? (Include total dollar amount from private, corporate, foundation, and individual donors.)
    - b) What other funding has been applied for regarding this program/project? What is the status of those requests?
  - Board of Directors/Trustees: Please include a list of the organization's board of directors/trustees.

Example letter used for Canadian grant by Lubbock Monterey for AmTryke monies

(Address Here)

The \_\_\_\_\_ AMBUCS Club is a chapter of National AMBUCS, Inc., P.O. Box 5127, High Point, North Carolina, 27262. National AMBUCS, Inc. and \_\_\_\_\_ AMBUCS, as a chapter, have 501 (c) (3) tax-exempt status. A copy of tax-exempt form is included. The club meets every \_\_\_\_\_ at (site and address).

AMBUCS is a non-profit national association of community service clubs dedicated to creating independence for persons with disabilities. AMBUCS, which was formed in 1922 to assist persons with cerebral palsy, has grown to serve our communities in a wide variety of ways. AMBUYCS is the largest single provider to scholarships for therapists-physical, occupational, speech pathology and hearing audiology. AMBUCS also supplied the AmTryke to children with disabilities. Nationally, there are over 140 AMBUCS clubs comprised of over 5300 members.

The \_\_\_\_\_ chapter of AMBUCS would like to request funds in the amount of \$\_\_\_\_\_ a year for \_\_\_\_\_ years (matching 1-1) to place AmTrykes in the homes, schools, pediatric clinics and evaluation centers for disabled and challenged children. The AmTryke is a therapeutic tricycle, which when prescribed by the appropriate allied health professional, provide children with much needed exercise. Another wonderful advantage of the AmTryke is that it makes it easy for the child to get out of his/her wheelchair or walker and ride a bike just like their friends and/or siblings. This playtime therapy increases muscle strength and balance. It also improves coordination and enhances self-esteem.

The AmTryke is a great piece of therapeutic equipment because the rider is able to exercise their upper and lower limbs at the same time and have fun doing it. The tryke is now available in three sizes, as well as an All-Terrain model for off-road play. The cost of the tryke is \$399 to \$499, depending on the size of the child. The \$\_\_\_\_\_ would allow our chapter to place \_\_\_\_\_ trykes a year in areas of need.

The AmTryke Project is a main focus of \_\_\_\_\_ chapter's efforts every year. In the last several years, we have raised and contributed over \$\_\_\_\_\_ a year to this project. There are always more requests than we have funds. This matching grant would allow us to double our giving. The funds we have requested are a very realistic, acquirable goal for our club and our community. Our membership would be committed to reaching the foal of raising matching funds because we believe in the success of the AmTryke.

All individuals working on this project are volunteers, so there are not administration costs. Several members are key to this project - (NAME "KEY" MEMBERS AND THEIR OFFICE, ETC.).

Our chapter is committed to serving the children of the community and providing AmTrykes for the use of special needs children. We also (PUT COMMUNITY SERVICE ACTIVITIES/PROJECTS HERE).

The \_\_\_\_\_ chapter of AMBUCS thanks you for your time and consideration to our request. We look forward to working hard in the next \_\_\_ years to expand our giving with your help.

Please do not hesitate to contact me if I can be of any further help or answer any questions.

Sincerely,

## EXAMPLE LETTER FOR RONALD MCDONALD HOUSE GRANT

(ADDRESS)

To: RMH Foundation

AMBUCS is a national non-profit community service organization dedicated to creating opportunities and independence for people with disabilities. AMBUCS was founded in 1922 in Birmingham, Alabama and provides scholarships to therapists, distributes the AmTryke and supports local community projects.

\_\_\_\_\_ Ambucs is requesting \$\_\_\_\_\_ to expand our AmTryke program (WHERE). These funds would allow a child to have "ownership" and access to an AmTryke. Currently, most children are only able to use the tryke for a limited time during physical therapy sessions or in special education classes. Use of the therapeutic AmTryke strengthens a child's muscles, helps with balance and coordination and allows a child to play with their friends and siblings, thereby enhancing self-esteem.

The \$\_\_\_\_\_ requested would start a program where we could place \_\_\_\_ AmTrykes with children (LOCATION). The disabled child's physical therapist, physician or other health care professional request these trykes of AMBUCS when they feel the child can benefit by additional use of the tryke outside of the medical setting-- namely, their home. If the child grows and can no longer use the tryke, or if their therapists see there is no longer a benefit to using the tryke, the AmTryke is returned to AMBUCS. We are then able to service the AmTryke and recycle it to another needy child. The \_\_\_ trykes will help many children over the years.

RONALD MCDONALD HOUSE CHARITIES OF LUBBOCK GRANT APPLICATION  
EXAMPLE

Name of Organization: (i.e.: Lubbock Monterey AMBUCS\_

Program/Project Title: AmTryke Project

Program/Project Director: (i.e.: Patty Vannoy)

Mailing Address:

City/State Zip:

Telephone (include area code):

Fax number:

Specific Amount Requested from RMHC (i.e.: \$5100)

When will the funds be needed? As soon as possible

What other grants have been applied for? None

What amounts were requested?

What is the status of those requested?

**Description of the Program/Project:** *Provide a concise description of the program/project. What is unique about this program/project? What is the need or problem being addressed? What is the specific purpose of the funds?*

\_\_\_\_\_ AMBUCS wants to provide therapeutic tricycles to children (LOCATION i.e. in the Southern Plains) who are disabled. The tricycles, prescribed by appropriate allied health care professionals, provide children with must needed exercise and help to enhance their self-esteem. Many children in our area use the AmTryke in a physical therapy setting for a very limited amount of time each week. This program is unique in that it would allow more children to have a tryke in their home. This benefits the child in two important ways. They can ride their tryke and play with their friends and family so they are not left out of activities, and at the same time increase muscle strength and balance and improve coordination. \_\_\_\_\_ AMBUCS, as well as other AMBUCS clubs (LOCATION i.e. Lubbock), work hard to provide as many children as

possible access to an AmTryke. Because of limited funds, we place many trykes in therapy settings where more children "lend-lease" type ownership and availability.

**Performance Site:** *Indicate where the program/project will take place.*

The AmTryke program would serve children (LOCATION i.e. in the South Plains area).

**Objectives and Aims:** *State the broad, long-term objectives and realistically describe what the program,/project is intended to accomplish.*

The objective is to provide for personal use, an AmTryke to a child who can benefit from the therapeutic value of the tryke. Many of these children live in families who cannot afford the price of the equipment. \_\_\_\_\_ AMBUCS would like to be able to provide AmTrykes to these children (most 4-16 in age) when called on by their physical therapist, physician or other prescribing health care professional. Long term we would see this program continue to serve because as a child grows, or if their condition is no longer being serviced by using the AmTryke, we would be able to service the tryke and place it in the home of another needy child.

**Target Audience:** *Summarize your population in measurable terms. How many children/families will be served by this grant? Who is the audience? How old are the participants? (For example: 125 physically challenged children ages 6-12 throughout West Texas). Geographically, what is the area that your program/project will serve?* Roughly, 3% of school-aged children have disabilities and can benefit from the use of an AmTryke. The \$\_\_\_\_\_ would allow us to provide for at least 12 trykes in the first year. Those dollars would continue to serve more than 12 children, as over the years we would be able to service and re-circulate those 12 trykes. This program would serve children (LOCATION).

**History and Mission Statement of the Organization:** *Briefly include the history of the organization and your mission statement.*

AMBUCS is a non-profit national association of community service clubs dedicated to creating independence for people with disabilities. AMBUCS, which was formed in 1922 in Birmingham, AL, to assist persons with cerebral palsy, has grown to serve our communities in a wide variety of ways. AMBUCS is the largest single provider of scholarships for therapists- physical, occupational, speech pathology and hearing audiology. AMBUCS also distributes the AmTryke to children with disabilities. Nationally, there are over 140 AMBUCS chapters and over 5300 members who contributed over \_\_\_\_\_ volunteer hours in (YEAR).

**Evaluation of Program:** *Indicate how your organization will evaluate the program/project if funded. Include evaluation material, if applicable.*

Their physician and physical therapist- the same people who find the value in the child using the tryke continuously evaluate the use of the AmTryke by each child. Also, the therapists that work with the children in our local school system and use the tryke in the play areas are continuously evaluating the children. Parents also provide a great source of feed-back on a child's progress on a continuously timely basis.

## **SPECIFIC OPERATING BUDGET**

- Expense: Cost of 12 AmTrykes  
\$425x12= \$5100
- All other work done within the process of dispensing the trykes will be done by volunteers and the child's health care professional.