

THE JOHN LARSEN FOUNDATION

APPLICATION PROCEDURE

The John Larsen Foundation understands that writing grant proposals is an arduous and specialized task, and we hope to make it less difficult. We have proposed guidelines that should give our board as much information about your organization as we need, while letting you know as much as you may need about us. We appreciate brief narratives. Please use the Minnesota Common Grant Application form with the attachments outlined below. Please number the pages of the Application. If you have questions, please don't hesitate to call.

An Application Checklist is available on this website. Please refer to this list to ensure you have a complete application.

We request the financial statements from the past three fiscal years. If we already received a portion of these in a previous proposal, please submit only the year(s) that we are missing.

We also request that grant seekers sign a "Certificate of Non-discrimination." Please see this Certificate attached and include a signed copy with your application.

The proposal should indicate clearly that the organization in whose name the grant is to be paid is the sponsoring organization and assumes responsibility for the project to be funded.

The John Larsen Foundation makes grants once each year. Applications should be submitted by October 15 for a November/December decision. At the discretion of the foundation members, a decision may be deferred to the following year. The applicant organization will be notified at the earliest possible time of such a decision.

Please send **one (1) paper copy to the foundation.** Please also send an **electronic copy** (e-mail: john@jlfound.org).

The documents must be in Microsoft Word, Microsoft Excel or Adobe PDF Format. Please name the document(-s) that you send as follows: (your organization name—can be abbreviated) space (two-digit year, e.g. 08) space ("Larsen App"). So, an example for the Saint Paul Chamber Orchestra 2008 grant application would be:

SPCO 08 Larsen App

If your application is in parts, please use the naming system as described above with an addendum describing the part. For example, if the SPCO had a separate cover letter, the file would be named:

SPCO 08 Larsen App Cvr Ltr

The Minnesota Common Grant Application Form is available at
<<http://www.mcf.org>>