

Date \_\_\_\_\_

ORGANIZATION NAME (legal) \_\_\_\_\_ a/k/a \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_ Employer Identification Number (EIN) \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Web site \_\_\_\_\_

Name of top paid staff \_\_\_\_\_ Title \_\_\_\_\_ Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Name of contact person regarding this application \_\_\_\_\_ Title \_\_\_\_\_ Phone \_\_\_\_\_ E-mail \_\_\_\_\_

**BRIEF ORGANIZATION DESCRIPTION:**

If your nonprofit has completed an Accountability Wizard review through the Charities Review Council ([www.smartgivers.org](http://www.smartgivers.org)), please list the date of your final report: \_\_\_\_\_.

**TYPE OF SUPPORT:**

General Operating Support     Project/Program\*     Capital     Other \_\_\_\_\_

**\*PROJECT NAME (for Project/Program requests only):**

**FINANCIAL INFORMATION:**

Amount Requested: \_\_\_\_\_

Total Organizational Budget: \_\_\_\_\_

Project/Program Budget: \_\_\_\_\_

Fiscal Year or Project/Program Duration: \_\_\_\_\_

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

**BRIEF SUMMARY OF REQUEST:**

**PRIMARY FOUNDATION PROGRAM FOCUS AREA:**

Affordable Housing     Health & Safety     Educ. & Youth Dev.     Human Services     Civic

**GEOGRAPHIC AREA SERVED BY REQUEST:**

Headquarters (Washington County, East Metro Area, or Western Wisconsin) List County \_\_\_\_\_

Dunn County, WI     Des Moines, IA     Dubuque, IA     Luray, VA     North Brunswick, NJ     Marion, OH

**DESCRIPTION OF THE POPULATION SERVED BY REQUEST:**

Name and Title of top paid staff and/or Board Chair: \_\_\_\_\_

Signature: \_\_\_\_\_



**SUBMIT ONE UNBOUND COPY OF THE FOLLOWING IN THIS ORDER:**

- \_\_\_\_\_ The application form. The application form and Foundation guidelines are available at our website <http://corporate.andersenwindows.com/corporate-responsibility/community-involvement/andersen-corporate-foundation/>
- \_\_\_\_\_ This checklist.
- \_\_\_\_\_ A cover letter signed by the top administrator of your organization including a specific monetary request amount.

**ORGANIZATIONAL INFORMATION**

- \_\_\_\_\_ Brief history of your organization and a description of its mission.
- \_\_\_\_\_ Current programs, activities, service statistics, strengths and accomplishments.
- \_\_\_\_\_ Your organization's relationship with similar organizations.
- \_\_\_\_\_ Number of board members, full-time paid staff, part-time paid staff, and volunteers.

**PURPOSE OF GRANT**

- \_\_\_\_\_ Situation, specific activities including geographic area served, timeframe and impact of activities.
- \_\_\_\_\_ Long term funding strategies.

**ATTACHMENTS**

**Financial**

- \_\_\_\_\_ Organizational budget including revenue sources and expenses.
- \_\_\_\_\_ Project budget including revenue sources and expenses (not required for general operating requests).
- \_\_\_\_\_ Recent year-to-date financial statements (balance sheet or statement of activities and functional expenses).
- \_\_\_\_\_ Complete copy of your most recent Internal Revenue Service Form 990 **or** audit.
- \_\_\_\_\_ Corporations and foundations solicited for funding including the amount(s) requested from each.

**Other Supporting Materials**

- \_\_\_\_\_ If you received past support, please indicate how those funds were utilized (including service statistics).
- \_\_\_\_\_ List of the Board of Directors and their affiliations.
- \_\_\_\_\_ If your organization is designated 509(a)(3), legal documentation of the "Type" listed on your IRS 990 form, question #13 in Part IV, "Reason for Non-Private Foundation Status".
- \_\_\_\_\_ Description of any future plans your organization has for a capital or endowment campaign.
- \_\_\_\_\_ A list (or number) of Andersen Corporation employees involved in your project or organization.

**IF THIS REQUEST IS FOR CAPITAL SUPPORT**

- \_\_\_\_\_ Include projected operating budgets itemizing projected increases and list revenues that will generate the additional income.
- \_\_\_\_\_ Include a detailed fundraising plan.
- \_\_\_\_\_ Specify if your capital budget is an estimate or based on firm bids.
- \_\_\_\_\_ Indicate if land or a building has been purchased and by what entity, if construction has begun or when it is intended to begin, and if there are any zoning or environmental issues that need to be addressed.
- \_\_\_\_\_ Include a timeline illustrating the intended progression of the total project.

**SEND YOUR COMPLETED PROPOSAL TO:**

**HEADQUARTERS:** Primary geographic priorities - Washington County, Minnesota and portions of western Wisconsin including St. Croix and Polk counties in western Wisconsin. Secondary geographic priorities include east metro area of the Twin Cities.

Chloette Haley, Program Officer, Andersen Corporate Foundation, 342 Fifth Avenue North, Suite 200, Bayport, MN 55003 / 651-275-4450

**HEADQUARTERS DEADLINES AND FOUNDATION MEETING DATES**

- **Deadlines** for submission of headquarter proposals are November 15, February 15 and June 15. When deadlines fall on a weekend or holiday, the deadline will be the following working day.
- **Proposals must be received** in the Foundation's office (**not postmarked**) on or before the deadline date. Hand delivered applications must be received in the Foundation's office by 5:00 p.m. on the day of the deadline. No faxed or emailed applications (except by invitation only) please.
- **Board meeting dates** for request consideration: April, July and November respectively.

**NON-HEADQUARTERS ANDERSEN ENTERPRISE LOCATIONS**

For questions regarding eligibility for Non-Headquarter requests, please contact your local Andersen Enterprise as indicated below:

**Andersen Menomonie Plant, *Dunn County, WI***

Cassie Hanson, Andersen Plant, 201 Lookout Road, Menomonie, WI 54751 / 651-264-2598

**Andersen Corporation, Storm Door Division, *Des Moines, IA***

Kerri Peterson, Andersen Corporation, Storm Door Division, 2121 East Walnut Street, Des Moines, IA 50317 / 515-264-4288

**Andersen Corporation, Dubuque Plant, *Dubuque, IA***

Ellen Neese, Andersen Corporation, Dubuque Plant, 2045 Kerper Boulevard Dubuque, IA 52001 / 563-556-2270 ext. 233

**Andersen Corporation, Storm Door Division, *Luray, VA***

Terry Martin, Andersen Corporation, Storm Door Division, 31 Stony Brook Lane, Luray, VA 22835 / 540-843-7935 ext. 0

**Silver Line by Andersen, *North Brunswick, NJ and Marion, OH***

Carolyn Anderson, Silver Line by Andersen, 1 Silver Line Drive, North Brunswick, NJ 08902-3397 / 800-234-4228 ext. 4180

**NON-HEADQUARTERS DEADLINES AND FOUNDATION MEETING DATES**

- **Deadlines** for submission of non-headquarter proposals are November 15 and February 15. When deadlines fall on a weekend or holiday, the deadline will be the following working day.
- **Proposals must be received** in the Andersen Enterprise office (**not postmarked**) on or before the deadline date. Hand delivered applications must be received in the Andersen Enterprises' office by 5:00 p.m. on the day of the deadline. No faxed or emailed applications (except by invitation only) please.
- **Board meeting dates** for request consideration: April and July respectively.

**FOR QUESTIONS REGARDING APPLICATION PROCESS CONTACT:**

**Chloette Haley, Program Officer**

651-275-4450

andersencorpdfn@srinc.biz