



CITY OF PROVIDENCE · DEXTER DONATION INSTRUCTIONS FOR SUBMITTING A PROPOSAL

The Dexter Donation is a trust established in 1824 under the will of Ebenezer Knight Dexter "to ameliorate the condition of the poor, and to contribute to their comfort and relief." The income from the trust is distributed to eligible non-profit organizations by a Board of Commissioners elected by residents of the City of Providence in accordance with the will of Ebenezer Knight Dexter.

For your organization's proposal to receive consideration, a proposal package must be submitted that includes:

1. A completed summary sheet form (below).
2. A written narrative that describes your proposal, including its purpose, the number and type of individuals to be assisted, a budget for the proposal, a timetable for the proposal, and the names of the people who will be responsible for carrying it out.
3. Attachments:
 - a) your organization's board of directors,
 - b) current operating budget, and
 - c) financial statement or most recent audit report (or that of your fiscal agent, if you are using one).

Seven copies of each of these documents should be submitted to the - Board of Commissioners of the Dexter Donation, c/o the Providence City Clerk:

Providence City Hall
25 Dorrance Street
Providence, RI 02903

Deadline: All Applications must be received by March 15, 2019 at 4:00 p.m.

**City of Providence Dexter Donation
SUMMARY SHEET FORM**

Legal Name of Organization:

DBA (if applicable):

Mailing Address (and Physical Address if it is different and not confidential):

Phone:

EIN:

Website:

Organization Email Address:

Name of CEO or Executive Director:

Phone:

Email:

Application Contact & Title (if *not* the CEO or Executive Director):

Phone:

Email:

Organization Information

Year Founded:

Mission Statement:

Geographic Area Served (specific to this proposal):

Tax Exemption Status

- 501(c)(3)
- Using a fiscal agent/fiscal sponsor

Name of fiscal agent/sponsor:

- Other than 501(c)(3), describe:

Number of Employees: Full-time:

Part-time:

Grant Request Information

Has your organization ever received a Dexter Donation Grant before?

If so, what amount \$

and when?

Type of Grant Requested (select one):

Amount of Request: \$

- General Operating Support

- Program or Project Support
Name of Program or Project:

- When grant is needed:

Briefly describe what the grant will be used for:

Financial Information

Organization's Current Budget for Fiscal Year Ending:

Income: Expenses:

Please attach a copy of your current operating budget.

AND, if other than a general operating request,

Program or Project Budget: Dates: from: to:

Income: Expenses:

Please attach a copy of the budget for the specific program in which you plan on using Dexter funds.

By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge and the request for funding is in accordance with the intent of the will of Ebenezer Knight Dexter.

CEO/Executive Director

Date