**RICHARD LOUNSBERY FOUNDATION**

**Proposal Administration Form**

**PROPOSAL ADMINISTRATION FORM**

**Applying Organization**

(Universities: specify if applying organization is a supporting foundation)

Legal Name: (Will be **Grantee Organization** if funded)

Address Line 1:

Address Line 2:

City, State, Zip:

U.S. Tax ID (EIN#):

Tax Status:

Country:

Phone:

Email:

**Required Documents**

**U.S. Organizations** (Universities are not required to submit these documents)

Tax‐exempt determination letter from the IRS.

**Non‐U.S. Organizations:** If a grant is approved, non-U.S. organizations will need to sign an Expenditure Responsibility Agreement and report funds remaining on an annual basis for tax purposes. This document will be sent with news of the grant award.

\*\*Upon receiving the signed Expenditure Responsibility Agreement, the Foundation will seek wire instructions.\*\*

**Project Director/Principal Investigator Co‐ Project Director/Principal Investigator** (If applicable)

Name:

Title:

Organization:

Department:

Address Line 1 (if different from above):

Address Line 2:

City, State, Zip:

Country:

Work Phone:

Mobile Phone:

Email:

**Additional Contact Admin/Financial Officer responsible for financial reporting (if different)**

Name:

Title:

Organization:

Department:

Address Line 1:

Address Line 2:

City, State, Zip:

Country:

Work Phone:

Email:

**Payment Address (if different from above)**

(This information will only be used if your project is funded – please do not list a P.O. Box as checks are sent via Federal Express.)

Org Name: (must be same as Applying Org)

Payee Contact:

Department:

Work Phone:

Address Line 1:

Email:

Address Line 2:

City, State, Zip:

Country:

**Form Completed by:**

Name: Title:

(Print name)

Date: